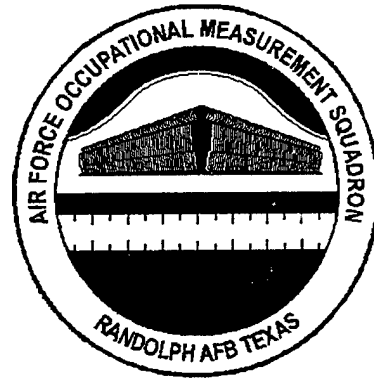


DTIC



UNITED STATES AIR FORCE

# OCCUPATIONAL SURVEY REPORT

PERSONNEL

AFSC 3S0X1

OSSN 2388

MARCH 2000

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OCCUPATIONAL ANALYSIS PROGRAM  
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION AND TRAINING COMMAND  
1550 5TH STREET EAST  
RANDOLPH AFB, TEXAS 78150-4449

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## **PREFACE**

This report presents the results of an Air Force Occupational Survey of AFSC 3S0X1, the Personnel career ladder. Authority to conduct occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the technical training location, all major using commands, and other interested operations and training officials.

Ms. Kimberly Williams developed the survey instrument. Dr. Robert M. Yadrick analyzed the data and wrote the final report. Mr. Tyrone Hill provided computer programming support and Ms. Dolores Navarro provided administrative support. Lieutenant Colonel Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron, reviewed and approved this report for release.

Additional copies of this report can be obtained by writing to AFOMS/OMYXI, 1550 5th Street East, Randolph AFB Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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## SUMMARY OF RESULTS

1. **Survey Coverage:** The Personnel career ladder, AFSC 3S0X1, was surveyed to gather data needed to guide the development and evaluation of training. This survey includes all three components – Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Command (AFRC).
2. **Career Ladder Structure:** Structure analysis identified three clusters and fourteen jobs: CSS Cluster, Separations Cluster, Assignments Cluster, Formal Training Job, PME Monitor Job, Evaluations Job, Awards & Decorations Job, Promotions NCOIC Job, Evaluations NCOIC Job, Reenlistment Job, Customer Service Job, Casualty Services Job, Employment Job, Managers/Supervisors Job, PERSCO Job, Readiness Job, and ROTC Detachment Job.
3. **Career Ladder Progression:** Personnel entering the career ladder complete the initial technical training course, E3ABR3S031-004 Personnel Apprentice. This course is 29 days long and is conducted at Keesler AFB MS. AFSC 3S0X1 AD personnel follow an atypical career progression pattern that includes little decrease in technical task performance and little increase in supervisory performance at the 5-skill level and only moderate decreases in technical task performance accompanied by only moderate increases in supervisory performance at the 7-skill level.
4. **Training Analysis:** Matching survey data to the AFSC 3S0X1 Specialty Training Standard (STS) revealed a number of unsupported elements, that is, performance-coded elements found to be performed by fewer than 20 percent of first-term personnel. Likewise, the Plan of Instruction (POI) analysis revealed a number of unsupported elements which did not meet the standard criterion of 30 percent performance by first-term airmen. In addition, a number of tasks were identified that are being performed by more than 20 percent of first-term airmen but which are not referenced to the STS.
5. **Job Satisfaction Analysis:** Overall, AFSC 3S0X1 AD members in the 1-48 months Total Active Federal Military Service (TAFMS) category were generally somewhat less satisfied with their jobs when compared to members of other Support AFSCs surveyed in 1998. This mild dissatisfaction was expressed in such indicators as expressed job interest, perceived use of talents and training, and sense of accomplishment. Nevertheless, their reenlistment intention rates were somewhat higher than for the other Support AFSCs. The same was true of AD members in the 49-96 months TAFMS category, although the differences were smaller, and there were virtually no differences for the 97+ months TAFMS category members. Generally, slight decreases in satisfaction levels were also found when the results of the previous Occupational Survey study for this AFSC, conducted in 1996, were compared to the present results.

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**OCCUPATIONAL SURVEY REPORT (OSR)  
PERSONNEL CAREER LADDER  
(AFSC 3S0X1)**

**INTRODUCTION**

This is a report of an occupational survey of the Personnel career ladder, conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS). This report ensures that current data are available for use in guiding the development and evaluation of training and support planned changes within this career ladder. This survey includes all three components – Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Command (AFRC) – in a single study. The previous OSR was completed in August 1996, and reported on a specialty that was diverse but stable. That is, there have been no dramatic mergers or divisions in this specialty for some time, and none are expected in the foreseeable future.

As described in AFMAN 36-2108, *Airman Classification*, dated 31 October 1998, members of the 3S0X1 career field are responsible for advising military members of personnel issues and programs, including assignments, promotions, separations, and retirements. They also create, maintain, and audit personnel data system (PDS) records and perform personnel actions, such as updating computerized personnel data and conducting in and out processing. In addition, they provide casualty assistance for next of kin of deceased or missing personnel. They oversee personnel activities and functions, including inspecting personnel actions for timeliness and accuracy, and perform orderly room administration functions.

The technical training school for this AFSC is located at Keesler AFB MS. The E3ABR3S031-004 Personnel Apprentice course is 29 days long and provides training in computer operations, personnel data systems, Personnel Concept III, personnel relocations and employment, customer support, and commander's support staff functions. The Community College of the Air Force awards 9 credit hours upon course completion.

Entry into AFSC 3S0X1 requires an Armed Forces Vocational Aptitude Battery (ASVAB) "Administrative" score of 45 and a Strength requirement of "G" (weight lift of 40 lb.).

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## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF JI OASN 2388, dated July 1999. A tentative task list was prepared following review of the previous task list supplemented by pertinent career ladder publications and was refined through interviews with 58 Subject-Matter Experts (SMEs), including the Specialty Knowledge Test (SKT) team, at four operational bases, one reserve personnel center, and one training site. The inventory contains a comprehensive listing of 1,368 tasks grouped into 14 duty areas, as well as background questions concerning job title; time in career field and present job; job satisfaction and reenlistment intentions; and base and command of assignment. Background items also included primary and duty AFSC; paygrade; and additional duties performed and the number of hours spent weekly on additional duties (information concerning additional duties was requested by the Career Field Manager (CFM).) Besides the CFM, others contacted included the major command (MAJCOM) functional managers, career field CDC writer, and the AETC Training Manager.

<u>BASE</u>	<u>REASON FOR VISIT</u>
Keesler AFB MS	Technical Training School
Randolph AFB TX	Knowledgeable Military Personnel Flight (MPF) personnel
NAS Fort Worth JRB TX	Joint Reserve Base
Pope AFB NC	Knowledgeable MPF personnel; test base for consolidated commander's support staff (CSS)
SKT Team, Randolph AFB TX	Feedback from knowledgeable 7-skill level personnel
MPF Superintendents – Various Active Duty Locations	E-mail feedback from diverse sources
HQ Air Reserve Personnel Center, Denver CO	Major Reserve personnel center

### Survey Administration

From late August 1999 through early December 1999, base training offices at operational bases worldwide, and ANG and AFRC units, administered the inventory to all eligible DAFSC 3S0X1 personnel. All assigned 3-, 5-, and 7-skill level members were eligible, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel who had been in their present jobs for less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by Air Force Personnel Center, Randolph AFB TX.

Each respondent first completed the identification and biographical/background information sections, then checked each task performed in his or her present job. After checking the tasks performed, each individual rated those tasks he or she had checked on a 9-point scale showing relative time spent on that task, compared to other tasks performed. The ratings ranged from 1 (very small amount time spent) to 9 (very large amount time spent).

To determine relative time spent for each task, all of the incumbent's ratings are assumed to account for 100 percent of time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time spent on each task.

### Survey Sample

Forty percent of all eligible members were surveyed, due to the large number of members of this AFSC. The data on survey returns were examined to ensure that the final sample reflected an accurate representation across MAJCOMs and paygrades. Table 1 shows the distribution of the survey sample by MAJCOM, while Tables 2, 3, and 4 reflect the survey distribution by paygrade groups for AD, ANG, and AFRC personnel, respectively. All additional tables referenced in the text of this OSR (Tables 5-43) can be found in Appendix B.

### Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 3S0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second disk for either training emphasis (TE) or task difficulty (TD). The TE and TD disks were processed separately from the JIs. This information is used in a number of analyses discussed in more detail within this report.

**Training Emphasis (TE):** Training emphasis is defined as the degree of emphasis that should be placed on each task for structured training of entry-level job personnel. Structured training is defined as resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method. Thirty-six experienced AFSC 3S0X1 AD noncommissioned officers (NCOs) rated the tasks in the inventory on a 9-point scale ranging from 1 (extremely low) to 9 (extremely high training emphasis). Overall agreement among these raters was very good. The average TE rating for this study is 1.70, with a standard deviation of 1.25. Tasks with a TE rating of 2.95 or greater are considered important to train new AFSC 3S0X1 personnel to perform.

**Task Difficulty (TD):** Task difficulty is defined as the amount of time needed to learn to perform each task satisfactorily. Forty-five experienced AFSC 3S0X1 NCOs rated the difficulty of the tasks in the inventory using a 9-point scale ranging from 1 (extremely low difficulty) to 9 (extremely high difficulty). Interrater agreement among these respondents was likewise very good. TD ratings are normally adjusted so that tasks of average difficulty have a value of 5.00

and a standard deviation of 1.00. Any task with a difficulty of 6.00 or greater is therefore considered difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into the appropriate training requirements for personnel in their first career field job. Such insights may suggest a need for lengthening or shortening portions of instruction supporting AFSC entry-level jobs.

TABLE 1

MAJCOM REPRESENTATION OF TOTAL SAMPLE

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
AMC	8	9
ACC	14	16
USAFE	5	6
PACAF	6	7
AETC	12	13
AFMC	6	7
ANG	23	14
AFRC	12	11
OTHER**	14	17
TOTAL ASSIGNED		11,343
TOTAL ELIGIBLE		10,047
TOTAL SURVEYS MAILED		3,755
TOTAL IN SAMPLE		2,112
PERCENT OF ASSIGNED IN SAMPLE		19%
PERCENT OF ELIGIBLE IN SAMPLE		21%
PERCENT OF MAILED IN SAMPLE		56%

\* As of May 1999

\*\* Other includes 11 Wg, AIA, AFPC, AFSPC, AFSOC, & USAFA

TABLE 2  
PAYGRADE DISTRIBUTION OF  
AD SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-1 -- E-3	21	24
E-4	24	24
E-5	27	27
E-6	17	16
E-7	10	9
E-8	**	0

\* As of August 1999

\*\* Less than 1%

TABLE 3  
PAYGRADE DISTRIBUTION OF  
ANG SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E1 -- E-3	7	6
E-4	19	17
E-5	25	24
E-6	27	30
E-7	21	23
E-8	**	0

\* As of August 1999

\*\* Less than 1%

TABLE 4  
PAYGRADE DISTRIBUTION OF  
AFRC SAMPLE

PAYGRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E1 -- E-3	6	2
E-4	14	11
E-5	27	31
E-6	30	33
E-7	22	21
E-8	1	2

\* As of August 1999

### CAREER LADDER STRUCTURE

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the ***Job***. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a ***Cluster***. The job structure resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the changes that have occurred in the AFSCs since the previous OSR. The above terminology will be used in the discussion of the AFSC 3S0X1 career ladder.

#### Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, three clusters and 14 jobs were identified within the Personnel career ladder. Figure 1 shows the jobs performed by AFSC 3S0X1 personnel, and a description of the career ladder structure follows.



A listing of the clusters and jobs is provided below. The stage (STG) number shown beside each title references computer-printed information; the letter "N" represents the number of personnel in each group.

- I. CSS CLUSTER (STG164, N = 619)
  - A. Leave Monitor Job
  - B. CSS Generalist Job
  - C. Entry-level CSS Generalist Job
  - D. Guard CSS Job
  - E. Reserve CSS Job
  - F. Guard/Reserve Customer Service Specialist Job
- II. SEPARATIONS CLUSTER (STG336, N = 98)
  - A. Entry-level Separations Job
  - B. Separations Job
  - C. Separations NCOIC Job
  - D. Guard Separations Job
- III. ASSIGNMENTS CLUSTER (STG135, N = 134)
  - A. AFPC Assignments Job
  - B. Assignments Job
  - C. Assignments NCOIC/Superintendent Job
- IV. FORMAL TRAINING JOB (STG628, N = 11)
- V. PME MONITOR JOB (STG696, N = 13)
- VI. EVALUATIONS JOB (STG474, N = 62)
- VII. AWARDS & DECORATIONS JOB (STG718, N = 15)
- VIII. PROMOTIONS NCOIC JOB (STG630, N = 37)
- IX. EVALUATIONS NCOIC JOB (STG639, N = 28)
- X. REENLISTMENT JOB (STG518, N = 21)
- XI. CUSTOMER SERVICE JOB (STG425, N = 199)
- XII. CASUALTY SERVICES JOB (STG477, N = 11)

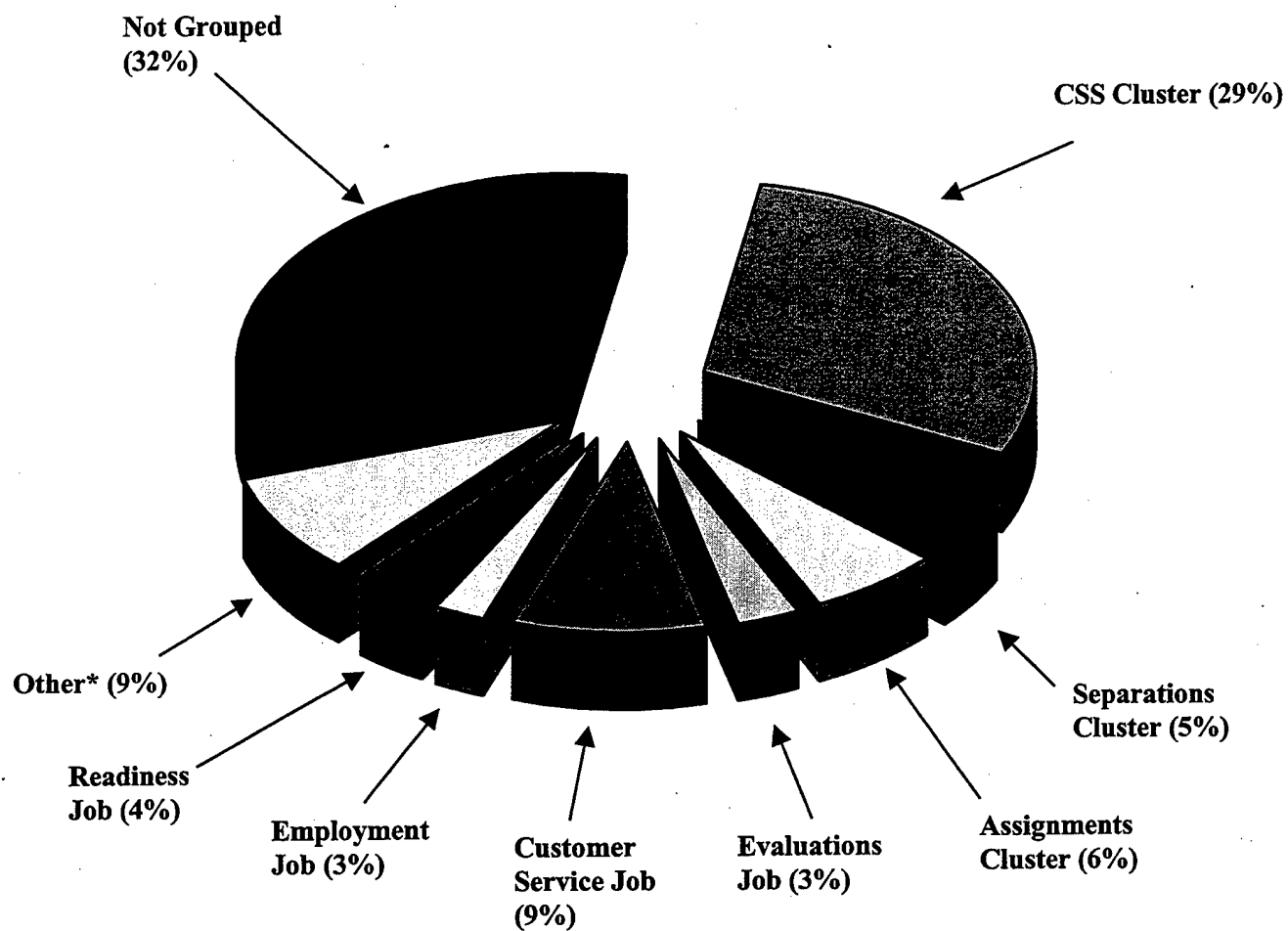
- XIII. EMPLOYMENT JOB (STG 673, N = 54)
- XIV. MANAGERS/SUPERVISORS JOB (STG607, N = 20)
- XV. PERSCO JOB (STG625, N = 13)
- XVI. READINESS JOB (STG717, N = 76)
- XVII. ROTC DETACHMENT JOB (STG1138, N = 16)

The respondents forming these groups account for 68 percent (1,427 out of 2,112) of the survey sample. The remaining 32 percent were performing tasks that did not group clearly with any of the defined clusters or jobs. This is, by comparison to most AFSCs, a very low percentage of members who clearly fall into identifiable jobs and clusters. In other words, the work performed by members of this career field is diverse, and relatively few members specialize in any one aspect.

#### Group Descriptions

The following paragraphs contain brief descriptions of the three clusters and 14 jobs identified through the career ladder structure analysis. Tables in Appendix A list representative tasks performed by members of the clusters and jobs. Table 5 (Appendix B) displays time spent on duties by all the members of these career ladder jobs, while Tables 6, 7, and 8 give the same information for AD, ANG, and AFRC personnel, respectively. Table 9 provides demographic information for each cluster and job discussed within this report, while Tables 10, 11, and 12 provide demographic information specifically for AD, ANG, and AFRC groups, respectively. When Total Active Federal Military Service (TAFMS), Time in Present Job (TIPJ), and Time in Career Field (TICF) data are given in the group descriptions below, information concerning ANG and AFRC is not included because these personnel measure accrued time differently from AD personnel.

**IDENTIFIED JOB STRUCTURE AND PERCENTAGES OF  
TOTAL SURVEY SAMPLE**



\* Other includes the Formal Training Job, PME Monitor Job, Awards & Decorations Job, Promotions NCOIC Job, Evaluations NCOIC Job, Reenlistment Job, Casualty Services Job, Managers/Supervisors Job, PERSCO Job, and ROTC Detachment Job

**FIGURE 1**

**I. CSS CLUSTER (STG164).** As a whole, these 619 incumbents comprise 29 percent of the sample and indicate performing an average of 126 tasks, spending 47 percent of their worktime on Commander's Support Staff (CSS) tasks (Duty I), 13 percent on tasks in Duty E, Career Enhancement, and 12 percent on General Personnel tasks (Duty A). Six distinct jobs are identifiable within the cluster, and these are described below. Ninety percent (556 members) are AD, and among these AD personnel, 74 percent hold DAFSC 3S051 (see Table 10). Thirty-five percent of AD members hold paygrade E-5 and 26 percent hold E-4.

CSS CLUSTER			
	AD	ANG	AFRC
Number of members	556	33	30
Average number of tasks performed	127	118	103
Average time in present job	1.9 yrs	N/A	N/A
Average time in career field	6.8 yrs	N/A	N/A
TAFMS	9.2 yrs	N/A	N/A
Predominant paygrade	E-5	E-6	E-5, E-6

The following tasks are performed by most members of this cluster:

- Request inquiries using Personnel Concept III (PC III)
- Perform random or annual weight checks of personnel
- Maintain personal information files (PIFs)
- Perform inprocessing or outprocessing of unit personnel
- Maintain weight management records
- Process leave requests
- Clear overdue data on transaction registers (TRs)
- Distribute incoming mail
- Maintain UIFs
- Monitor unit leave programs
- Maintain unit leave control logs
- Generate computer products, such as PC III, Access, or Excel
- Notify personnel of urinalysis testings
- Initiate electronic mail (email)
- Distribute WAPS testing notification RIPs

Sixty-nine percent of the members of this cluster (429) are grouped together in the **CSS Generalist Job**. These members perform an average of 148 tasks that constitute the core CSS work. It is not surprising, since they comprise such a high percentage of cluster membership, that their demographics and the representative tasks for this job are essentially the same as those for the overall cluster. All but one of these members is AD, and the other is ANG.

Next is the **Entry-level CSS Generalist Job**. These 10 members (all of whom are AD) differ from those in the CSS Generalist Job because they perform an average of only 69 tasks.

They are considerably less senior than members of the larger job, and their relative newness to the Air Force is the most likely explanation for their limited range of activities. The tasks that they do perform are a subset of those performed by the CSS Generalists, the same tasks listed above.

The next job in this cluster, the **Leave Monitor Job**, has 41 members, also all AD, who perform an average of only 42 tasks. Their work is distinguished from that of other cluster members because, as the job name implies, they report spending over 10 percent of their worktime on a few leave-related tasks. Indeed, the three most-performed tasks for these members are "Monitor unit leave programs", "Process leave requests", and "Maintain unit leave control logs". They bulk of the tasks they perform are much the same as those performed by the Entry-level CSS Generalists, but their concentration on leave-related tasks sets them apart.

The tasks performed by members of the **Guard CSS Job**, **Reserve CSS Job**, and **Guard/Reserve Customer Service Job** set them apart. Although much of their work is similar enough to that discussed above to make them members of the CSS Cluster, members of each job perform tasks that distinguish them from both the AD-dominated jobs and from each other. The 10 members of the Guard CSS Job, for example, spend particular time on such tasks as "Monitor or update recall rosters", "Maintain fitness records", and "Initiate or maintain standby rosters or workcenter pyramid recall rosters". All are ANG members. They also tend to become the resident computer specialists, judging from their relatively high reporting of such tasks as "Assist unit personnel in updating or inquiring information in PC III", "Provide guidance concerning PC III", and "Analyze computer management products, such as data or strength reconciliation, systems purges, or flow of personnel transactions".

Similarly, all but one of the 25 members of the Reserve CSS Job are AFRC members, and they are distinguished by performance of a few AFRC-oriented tasks at relatively high levels. These include "Provide administrative assistance to reserve commanders, supervisors, or trainers"; "Issue commissary cards to eligible reservists"; and "Process AF Forms 40 (Authorization for Individual Inactive Duty Training)". These members also perform other tasks that other members of the cluster tend not to perform, such as "Perform unit training assembly processing system (UTAPS) actions", "Maintain publications libraries", and "Update or record local address or home telephone information changes". Still, they also perform many or most of the tasks typical of other cluster members, and their job is basically similar to others'.

Finally, as the name implies, members of the Guard/Reserves Customer Service Job are a mixture of members from both the ANG and AFRC components. They report spending 21 percent of their worktime on CSS activities, but nearly as much time (18 percent) on Customer Service activities (Duty F). Thus, despite basic work similarities, they are distinguished from other cluster members by high levels of performing such tasks as "Initiate or process DD Forms 93 (Record of Emergency Data)", "Counsel personnel concerning serviceman's group life insurance (SGLI) elections", and "Review applications for SGLI".

**II. SEPARATIONS CLUSTER (STG336).** The 98 members of this cluster constitute 5 percent of the sample and report performing an average of 99 tasks. They spend an average of 56 percent of their worktime on tasks in Duty C (Personnel Relocations), 19 percent on General Personnel tasks (Duty A), and another 9 percent on Customer Service tasks (Duty F). Sixty-nine percent (68 individuals) of the members of this cluster are AD, and these AD members are divided (see Table 10) between paygrades E-1 to E-3 (28 percent), E-4 (24 percent), E-5 (21 percent), and E-6 (16 percent). Forty percent hold each of DAFSCs 3S031 and 3S051.

SEPARATIONS CLUSTER			
	AD	ANG	AFRC
Number of members	68	19	11
Average number of tasks performed	84	132	138
Average time in present job	1.5 yrs	N/A	N/A
Average time in career field	5.5 yrs	N/A	N/A
TAFMS	7.4 yrs	N/A	N/A
Predominant paygrade	E-3	E-6	E-7

These are the most-performed tasks for this cluster:

- Complete DD Forms 214 (Certificate of Release or Discharge From Active Duty)
- Prepare or process separation orders
- Complete DD Forms 214WS (Worksheet for Certificate of Release or Discharge From Active Duty)
- Prepare or process separation relocation folders
- Prepare or process applications for retirement
- Conduct outprocessing briefings
- Distribute retirement documents
- Prepare or process applications for discharge for miscellaneous reasons
- Conduct retirement counseling or briefings, other than disability retirement briefings
- Evaluate or review applications for retirement
- Prepare or process forms for approved retirements
- Conduct discharge or release from active duty counseling or briefings
- Complete discharge certificates, other than DD Forms 214, 214WS, or 215

Fifty-five percent of the members of this cluster (54) form the **Separations Job**. These members perform an average of 80 tasks, the core work of the cluster. Not surprisingly, representative tasks for this job are the same as those for the overall cluster.

The cluster also includes an **Entry-Level Separations Job**. These 12 members perform an average of only 32 tasks, less than half as many as members of the larger Separations Job perform. As with the Entry-level CSS Generalist Job described above, they are less senior than the members of the larger job, and the work they perform is a subset of that performed by those members. Again, their relative newness to the Air Force is the most likely explanation for their limited range of activities. Representative tasks are also the same listed above for the entire cluster.

Next is the **Separations NCOIC Job**. More than half of these members are AFRC. They perform an average of 163 tasks and list job titles that are variations on "Separations Chief" and "Separations NCOIC". In addition to performing most of the same separations processing activities as the other members of this cluster, they also report performing such Management and Supervisory Activities (Duty L) tasks as "Determine or establish work assignments or priorities", Interpret policies, directives, or procedures for subordinates", and "Develop or establish work methods, procedures, or controls".

The final job in this cluster is the **Guard Separations Job**. All 15 of these members are ANG. They perform an average of 155 tasks, and their broad work activities, minus the level of management/supervisory tasks performed by members of the Separations NCOIC Job, is what distinguishes them from members of the larger Separations Job. Most of their job time is still spent performing the basic Separations tasks.

**III. ASSIGNMENTS CLUSTER (STG135).** These 134 members comprise 6 percent of the sample and, as the cluster name implies, locate appropriate new assignments for personnel, process the paperwork involved in assignments, and consider members' special assignments requests and needs. All cluster members are AD. They perform an overall average of 82 tasks, and their paygrades and job titles indicate that they span a range from entry-level to middle-management positions. They spend 56 percent of their worktime on Personnel Relocation (Duty C) tasks, 22 percent on General Personnel tasks (Duty A), and another 7 percent on Personnel Employment tasks (Duty D). The three distinct jobs identified within the cluster are discussed below. Cluster members are divided among paygrades E-1 through E-3 (16 percent), E-4 (20 percent), E-5 (25 percent), and E-6 (19 percent) (see Table 10). An additional 10 percent hold paygrade E7. Twenty-eight percent have DAFSC 3S031, 39 percent are DAFSC 3S051, and 33 percent are DAFSC 3S071.

ASSIGNMENTS CLUSTER	
	AD
Number of members	134
Average number of tasks performed	82
Average time in present job	1.3 yrs
Average time in career field	7.5 yrs
TAFMS	8.9 yrs
Predominant paygrade	E-5

The most-performed tasks for this cluster include the following:

- Clear overdue data on transaction registers (TRs)
- Prepare or process applications for home-basing or follow-on assignments
- Evaluate or review applications for home-basing or follow-on assignments
- Initiate or process assignment reclaims
- Counsel personnel concerning assignment policies
- Prepare or process applications for changes to projected departure dates
- Draft or write assignment messages
- Initiate or process AF Forms 965 (Overseas Tour Election Statement)
- Prepare or process applications for concurrent travel of dependents

- Prepare outbound assignment relocation preparation folders, other than for classified assignments
- Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)

The largest job in the cluster (70 members) is the **Assignments Job**. These personnel report performing an average of 75 tasks, spending the majority of their worktime on tasks directly related to processing assignments, and perform the core work of the cluster. Some of their most-performed tasks are not listed among those representing the entire cluster, including the following:

- Initiate or process AF Forms 907 (Relocation Preparation Checklist)
- Initiate or process AF Forms 899 (Request for Authorization for Permanent Change of Station – Military)
- Prepare or process applications for concurrent travel of dependents
- Prepare or process applications for humanitarian assignments or deferments
- Prepare or process applications for changes to projected departure dates

Next is the **Assignments NCOIC Job**. As the name implies, these 16 members are primarily the first-line supervisors of members of the Assignments Job, although some are at the Superintendent level instead. All 16 are AD and report NCOIC or Superintendent job titles. The real difference, however, between these members and members of the Assignments Job is that their work is much broader: they report performing an average of 198 tasks. A few of their most-performed tasks also distinguish them:

- Verify completion of relocation processing
- Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training
- Interpret assignment instruction codes (AICs)
- Prepare AF Forms 63 (Officer Active Duty Service Commitment (ADSC) Counseling Statement)
- Prepare or process PCS or TDY declination statements
- Assign assignment availability codes (AACs)

The 11 members of the **AFPC Assignments Job** all work at the Air Force Personnel Center at Randolph AFB, and their work differs considerably from that of the Assignments Job. They perform an average of 86 tasks, including the following most-performed activities:

- Draft or write assignment messages
- Update DEROS change requests
- Initiate or process DEROS assignment or change actions
- Evaluate or review applications for waiver of time-on-station
- Evaluate or review applications for waiver of service retainability
- Process DEROS adjustments



- Prepare or process applications for extension or curtailment of overseas tours
- Prepare or process applications for waiver of time-on-station
- Evaluate or review applications for CONUS assignment exchange program
- Determine intercommand reassignment requirements
- Determine data compatibility, such as assignment availability dates, reenlistment codes, or weight management codes

#### **IV. FORMAL TRAINING JOB (STG628).**

These 11 members represent less than 1 percent of the sample. They spend much of their time on formal training administration and management, performing mostly tasks involving arranging TDYs and determining TDY requirements. Most of their job titles explicitly involve formal training management. They differ from the PME Monitor Job (see below) members in that they are considerably more junior, averaging 4.3 years TAFMS compared to 11.1 years for the PME Monitors, and (probably as a result of lower seniority) perform considerably fewer tasks, averaging only 25 tasks compared to 55 for PME

Monitors. They spend 51 percent of their time on General Personnel tasks (Duty A), 31 percent on Relocation tasks (Duty C), and another 6 percent on CSS activities (Duty I). All but one of these members are AD. Fifty percent of the AD sample hold paygrades E1 through E-3 (see Table 10), 40 percent hold E-4, and the rest hold E-5. Exactly half have each of DAFSCs 3S031 and 3S051.

<b>FORMAL TRAINING JOB</b>		
	<b>AD</b>	<b>AFRC</b>
Number of members	10	1
Average number of tasks performed	25	22
Average time in present job	1.5 yrs	N/A
Average time in career field	4.2 yrs	N/A
TAFMS	4.3 yrs	N/A
Predominant paygrade	E-3, E-4	E-5

The most-performed tasks for this job include the following:

- Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training
- Initiate DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel)
- Initiate requests for temporary duty (TDY) orders
- Initiate or process AF Forms 973 (request and Authorization for Change of Administrative Orders)
- Allocate formal training school quotas
- Prepare or process PCS or TDY declination statements
- Perform TDY relocation actions, such as relocation preparation checklists
- Process quotas for NCOA or ALS

**V. PME MONITOR JOB (STG696).** The work performed by these 13 members resembles the work of the Formal Training Job so closely that the two could feasibly have been identified and reported as a single job. However, these members perform considerably more tasks (an average of 55) than do members of the other job, and they concentrate particularly on arranging and managing PME training. This job comprises less than 1 percent of the sample. They spend 41 percent of their worktime on Duty A (General Personnel) tasks, 38 percent on Relocations (Duty-C) tasks, and 9 percent on Personnel Employment tasks (Duty D). All the members of this job are AD. Thirty-one percent hold each of paygrades E-5 and E-6 (see Table 10), and another 22 percent hold E-4. Nearly two-thirds (62 percent) have DAFSC 3S051, and almost another quarter (23 percent) have DAFSC 3S071.

<b>PME MONITOR JOB</b>	
	<b>AD</b>
Number of members	13
Average number of tasks performed	55
Average time in present job	1.2 yrs
Average time in career field	6.4 yrs
TAFMS	11.1 yrs
Predominant paygrade	E-5, E-6

The most representative tasks for this job include the following:

- Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training
- Counsel personnel selected for school attendance
- Review selections for NOCA or ALS
- Review selections for officer PME
- Initiate DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel)
- Process quotas for NCOA or ALS
- Process quotas for officer PME
- Monitor quotas for officer PME
- Distribute PME eligibility rosters
- Allocate formal training school quotas
- Draft or write PME selection notification letters

**VI. EVALUATIONS JOB (STG474).** These 62 members comprise 3 percent of the sample. They are fairly specialized, performing an average of only 50 tasks and spending 54 percent of their work time on Career Enhancement (Duty E) tasks involving evaluations. They spend another 23 percent of their time on General Personnel (Duty A) tasks, and 10 percent on CSS Activities (Duty I). The work these individuals perform is very similar to that of the Evaluations NCOIC Job members, although, as the name implies, the latter job also carries more supervisory responsibilities and the members tend to be more senior. All but two of these personnel are AD. About half (52 percent) of the AD members hold DAFSC 3S051, and another 30 percent hold 3S031 (see Table 10). Thirty-eight percent hold paygrades E-1 through E-3, 20 percent hold E-4, and 25 percent hold E-5.

<b>EVALUATIONS JOB</b>			
	<b>AD</b>	<b>ANG</b>	<b>AFRC</b>
Number of members	60	1	1
Average number of tasks performed	49	84	47
Average time in present job	1.4 yrs	N/A	N/A
Average time in career field	6.5 yrs	N/A	N/A
TAFMS	7.8 yrs	N/A	N/A
Predominant paygrade	E-3	E-7	E-6

The most-performed tasks for this job include the following:

- Review completed OPRs, EPRs, or LOEs
- Initiate follow-up actions on status of late OPRs, EPRs, or LOEs
- Distribute completed OPRs, EPRs, or training report suspenses
- Return completed OPRs, EPRs, LOEs, or training report suspenses
- Update changes in OPR or EPR closeout dates
- Process referral OPRs, EPRs, LOEs, or training reports
- Initiate correspondence on OPRs, EPRs, LOEs, or training reports, such as requests for reaccomplished reports
- Process notices for OPRs, EPRs, LOEs, or training reports
- Review rosters to determine due dates for OPRs, EPRs, LOEs, or training reports
- Provide technical assistance concerning preparation or OPRs, EPRs, or training reports
- Monitor suspenses for unit OPRs, EPRs, or civilian employee performance appraisals, other than referral or reserve OPRs or EPRs
- Counsel personnel concerning procedures for appealing OPRs, EPRs, or training reports

## **VI. AWARDS & DECORATIONS JOB**

**(STG718).** These 15 members represent less than 1 percent of the sample. They spend the bulk of their worktime (63 percent) on Career Enhancement tasks (Duty Area E), but concentrate on processing awards and decorations. They also spend 21 percent of their time on General Personnel tasks (Duty A) and 5 percent on CSS tasks (Duty I). Even so, they are very specialized, performing an average of only 37 tasks. Their job titles also reflect this, with most explicitly mentioning awards and decorations. All but two of these members are AD. Over half (54 percent) of the AD members hold paygrades E-1 through E-3, and another 23 percent hold E-4.

<b>AWARDS &amp; DECORATIONS JOB</b>			
	<b>AD</b>	<b>ANG</b>	<b>AFRC</b>
Number of members	13	1	1
Average number of tasks performed	35	49	45
Average time in present job	1.8 yrs	N/A	N/A
Average time in career field	7.0 yrs	N/A	N/A
TAFMS	4.9 yrs	N/A	N/A
Predominant paygrade	E-3	E-6	E-6

The most-performed tasks for this job include the following:

- Process incoming decorations
- Prepare or process special orders designating approved awards or decorations
- Prepare or process certificates for awards or decorations
- Correct awards elements
- Update awards or decorations data
- Distribute special orders or citations for awards or decorations
- Return recommendations for decorations to unit awards monitors for corrections
- Notify unit awards monitors of approved awards or decorations
- Correct errors in awards or decorations records
- Coordinate tracking of decoration status requests with other bases
- Assemble awards elements for distribution
- Distribute decorations elements to personnel separating or retiring
- Review recommendations for decoration printouts

**VIII. PROMOTIONS NCOIC JOB (STG630).** These 37 members represent 2 percent of the sample. They spend 63 percent of their worktime on Career Enhancement activities (Duty Area E), 18 percent on General Personnel tasks (Duty A), and 6 percent on CSS tasks (Duty I). They perform an average of 100 tasks, but despite this their job does not appear to be particularly broad, because the most widely-performed tasks are concentrated in the specific area of processing promotions. In addition, nearly all have job titles that include "NCOIC". All of these members are AD, and like many of the other jobs in this specialty, they are split almost evenly between paygrades E-4 (32 percent), E-5 (30 percent) and E-6 (27 percent). (see Table 10). More than two-thirds hold DAFSC 3S051 (65 percent).

<b>PROMOTIONS NCOIC JOB</b>	
	<b>AD</b>
Number of members	37
Average number of tasks performed	100
Average time in present job	1.8 yrs
Average time in career field	7.0 yrs
TAFMS	9.3 yrs
Predominant paygrade	E-4

The most-performed tasks for this job include the following:

- Process promotion orders
- Monitor promotion eligibility status (PES) codes
- Perform data verification after WAPS selection
- Process E-2 through E-4 promotion select and nonselect lists
- Distribute WAPS promotion rosters
- Distribute WAPS score notices
- Verify airman promotion selection data
- Project E-4 BTZ promotions
- Process airmen promotion nonrecommendations or withholding actions
- Process monthly promotion increment listings
- Distribute WAPS data verification records
- Review E-4 quarterly BTZ promotion board results
- Conduct E-4 quarterly BTZ promotion boards
- Process airmen ineligible for promotion rosters
- Verify airmen promotion nonrecommendations or withholding actions
- Update PES codes
- Publish promotion orders

### **IX. EVALUATIONS NCOIC JOB (STG639).**

The similarity between the work performed by these 28 individuals and that performed by members of the Evaluations Job has already been noted (see above). However, these members comprise 1 percent of the sample and perform an average of 168 tasks, considerably more than members of the Evaluations Job. Their work includes (as the name implies) additional supervisory responsibilities (7 percent of their worktime in Duty L) along with processing evaluations -- 48 percent of their worktime is spent on Career Enhancement (Duty E) tasks, mainly involving evaluations. Most of their job titles include the term "NCOIC". They also are distinguished by some level of involvement in processing promotions and enlistments/ reenlistments, and because they spend 8 percent of their worktime on Reserve Personnel Activities (Duty J). This is not surprising, since over 70 percent are AFRC members, and only two members are AD. Among the AFRC members, 25 percent hold paygrade E-5, 35 percent hold E-6, and 40 percent hold E-7 (see Table 12). Forty-five percent of AFRC members hold DAFSC 3S051 and 55 percent hold DAFSC 3S071.

EVALUATIONS NCOIC JOB			
	AD	ANG	AFRC
Number of members	2	6	20
Average number of tasks performed	152	128	182
Average time in present job	3.1 yrs	N/A	N/A
Average time in career field	15.25 yrs	N/A	N/A
TAFMS	18.3 yrs	N/A	N/A
Predominant paygrade	E-6	E-7	E-7

The most-performed tasks for this job include virtually all those listed above for the Evaluations Job, although in a somewhat different order. Thus, examination of the most-performed tasks does not, in this case, distinguish between the work performed by members of the two jobs. Rather, their lower-level of involvement in supervisory, promotion, and enlistment/reenlistment activities makes the difference.

**X. REENLISTMENT JOB (STG518).** These 21 members spend 57 percent of their worktime specializing in yet another aspect of the Career Enhancement Duty Area (Duty E), reenlistment processing, which is also reflected in their most common job titles. They spend another 21 percent on General Personnel tasks (Duty A), and 5 percent on Personnel Relocations tasks (Duty C). All these members are AD. Twenty-nine percent hold paygrades E-1 through E-3, 37 percent hold E-4, and 18 percent hold E-6 (see Table 10). Forty-eight percent hold DAFSC 3S051, and 38 percent hold DAFSC 3S031.

REENLISTMENT JOB	
	AD
Number of members	21
Average number of tasks performed	65
Average time in present job	1.3 yrs
Average time in career field	6.1 yrs
TAFMS	7.1 yrs
Predominant paygrade	E-4

The most-performed tasks for this job include the following:

- Counsel personnel concerning extensions of enlistment
- Initiate or process enlistment or reenlistment documents
- Counsel personnel concerning career job reservations (CRJs)
- Counsel personnel concerning SRB or regular entitlements
- Initiate or process AF Forms 545 (Request for Career Job Reservation/Selective Reenlistment Bonus Authority)
- Monitor timeliness of selective reenlistment program (SRP) selections or nonselections
- Monitor or update reenlistment eligibility codes
- Schedule personnel for enlistment or reenlistment processing
- Coordinate AF Forms 901 (Reenlistment Eligibility Annex to DD Form 4) with unit commanders
- Maintain SRB AFSC skills lists
- Coordinate reenlistments or cancellations of enlistments with appropriate agencies
- Process or update AF Forms 418 (Selective Reenlistment Program Consideration)

#### **XI. CUSTOMER SERVICE JOB (STG425).**

With 199 members, this is the largest independent job, as opposed to a cluster, in the career field. These members represent 9 percent of the sample, and they are performing work so similar that smaller subjobs (the hallmark of a cluster) are not readily identifiable. They report performing an average of 91 tasks, spending 60 percent of their worktime performing Customer Service tasks (Duty F), 13 percent on General Personnel tasks (Duty A), and 5 percent on CSS tasks (Duty I). More than half the AD members (51 percent) have DAFSC 3S031, and 31 percent have 3S051 (see Table 10). Forty-seven percent hold paygrades E-1 through E-3 and 23 percent hold E-4.

<b>CUSTOMER SERVICE JOB</b>			
	<b>AD</b>	<b>ANG</b>	<b>AFRC</b>
Number of members	103	56	40
Average number of tasks performed	85	102	88
Average time in present job	1.1 yrs	N/A	N/A
Average time in career field	3.7 yrs	N/A	N/A
TAFMS	6.2 yrs	N/A	N/A
Predominant paygrade	E-4	E-5	E-5

The most-performed tasks for this job include the following:

- Issue ID cards
- Initiate or process DD Forms 93 (Record of Emergency Data)
- Verify applications for ID cards
- Initiate or process applications for ID cards
- Update dependent information in PDS or DEERS
- File documents in UPRGs

- Produce computer-generated ID cards using defense eligibility and enrollment reporting system (DEERS) or related equipment
- Destroy ID cards
- Update or record local address or home telephone information changes
- Verify SSNs or names
- File personnel record folders
- Update personnel data changes or corrections to SSN, name, or date of birth
- Counsel personnel concerning eligibility for ID cards

**XII. CASUALTY SERVICES JOB (STG477).** The 11 members of this small job comprise less than 1 percent of the sample. All are AD. They perform an average of 86 tasks, including a variety of Customer Service (Duty F) tasks, but in addition to more general customer service work, they specialize in one aspect of the duty area. Many of their most-performed tasks involve services for deceased members or retirees and their surviving family members and dependents. They do perform other customer service tasks as well, however, and also spend 8 percent of their time on General Personnel tasks (Duty A) and 6 percent on Relocations tasks (Duty C). They are relatively senior, since over half hold either paygrade E-6 (37 percent) or E-7 (18 percent) (see Table 10). Another 27 percent hold E-4. Fifty-five percent have DAFSC 3S051, and 36 percent have 3S071.

CASUALTY SERVICES JOB	
	AD
Number of members	11
Average number of tasks performed	86
Average time in present job	1.6 yrs
Average time in career field	9.0 yrs
TAFMS	12.0 yrs
Predominant paygrade	E-6

The most-performed tasks for this job include the following:

- Initiate or process AF Forms 1312 (Report of Retired Casualty)
- Maintain casualty assistance case files
- Complete applications for survivor benefits
- Perform follow-up contact with casualty next of kin
- Initiate or process AF Forms 58 (Casualty Assistance Summary (Transmittal))
- Perform follow-up on survivor benefit applications
- Open or close casualty assistance cases
- Review casualty reports
- Review AF Forms 58 (Casualty Assistance Summary (Transmittal))
- Counsel next of kin concerning survivor benefits
- Perform casualty standby
- Initiate notifications to next of kin of deceased active duty members
- Maintain incomplete casualty assistance case or report suspenses



**XIII. EMPLOYMENT JOB (STG673).** These 54 members comprise 3 percent of the sample. They spend 61 percent of their worktime on Personnel Employment (Duty D) tasks, and 16 percent on Duty A (General Personnel) tasks, performing an overall average of 113 tasks. Their work centers around retraining/crosstraining issues and initial intake and classification activities. Eighty-nine percent of these members are AD, of whom 23 percent hold each of paygrades E-4 and E-6, 21 percent hold E-5, and 27 percent hold E-1 through E-3 (see Table 10). Nearly half (48 percent) of AD members hold DAFSC 3S051, while the remainder are evenly split between DAFSCs 3S031 and 3S071.

EMPLOYMENT JOB		
	AD	AFRC
Number of members	48	6
Average number of tasks performed	110	135
Average time in present job	1.2 yrs	N/A
Average time in career field	6.2 yrs	N/A
TAFMS	8.3 yrs	N/A
Predominant paygrade	E-4, E-6	E-6, E-7, E-8

The most-performed tasks for this job include the following:

- Monitor AF Forms 2096 (Classification/On the Job Training Action)
- Counsel personnel concerning retraining options or eligibility
- Monitor classification actions submitted via PC III
- Process newly assigned Air Force accessions
- Evaluate or review classification actions submitted via PC III
- Coordinate retraining applications with appropriate agencies
- Evaluate or review applications for retraining
- Monitor awards of control AFSC (CAFSC) SEIs
- Monitor mismatches between CAFSCs and DAFSCs
- Initiate or process applications for retraining, other than selective retraining
- Counsel personnel selected for selective retraining programs
- Establish suspense actions for award of fully-qualified AFSCs
- Monitor applications for change of officer duty AFSCs (DAFSCs)

#### **XIV. MANAGERS/SUPERVISORS JOB**

**(STG607).** These 20 members represent 9 percent of the sample. They report spending 46 percent of their worktime on Management/Supervisory (Duty L) tasks. They spend another 17 percent of their time on General Personnel tasks (Duty A) and 10 percent on Training Activities (Duty M). Although there are a number of management/supervisory personnel embedded in other jobs throughout the specialty, these members stand apart because their primary work activity consists of management and supervision, with other activities secondary. Ninety percent of these members are AD, and among these AD members, 94 percent hold DAFSC 3S071 (see Table 10). In addition, 66 percent of these members are paygrade E-7 and another 28 percent are E-6.

<b>MANAGERS/SUPERVISORS JOB</b>		
	<b>AD</b>	<b>AFRC</b>
Number of members	18	2
Average number of tasks performed	71	85
Average time in present job	1.6 yrs	N/A
Average time in career field	11.4 yrs	N/A
TAFMS	16.5 yrs	N/A
Predominant paygrade	E-7	E-7, E-8

The most-performed tasks for this job include the following:

- Establish suspense systems
- Interpret policies, directives, or procedures for subordinates
- Establish performance standards for subordinates
- Write or indorse military performance reports
- Develop or establish work methods, procedures, or controls
- Determine or establish work assignments or priorities
- Evaluate personnel for promotion, demotion, reclassification, or special awards
- Evaluate personnel for compliance with performance standards
- Counsel subordinates concerning personal matters
- Write recommendations for awards or decorations
- Develop or establish work schedules, other than for PERSCO operations
- Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- Evaluate progress of trainees
- Conduct supervisory performance feedback sessions

**XV. PERSCO JOB (STG625).** The 13 members of this small job represent less than 1 percent of the sample. They spend over a quarter of their time (26 percent) on tasks in Duty H, Personnel Support for Contingency Operations (PERSCO), as well as 22 percent on Management/Supervision tasks (Duty L) and 17 percent on General Personnel activities (Duty A). All but one member is AD, and all hold paygrade E-7 and DAFSC 3S071.

The most-performed tasks for this job include the following:

- Prepare casualty reports during PERSCO
- Establish casualty programs for PERSCO
- Prepare PERSCO duty status change reports
- Determine PERSCO inprocessing or outprocessing procedures for personnel
- Perform PERSCO after-action report requirements
- Prepare PERSCO commander's situation reports
- Prepare PERSCO PALACE BLITZ reports
- Prepare PERSCO departure reports
- Prepare shift schedules for PERSCO
- Prepare PERSCO team status reports
- Prepare PERSCO discrepancy reports
- Identify and review PERSCO supply kit contents

<b>PERSCO JOB</b>		
	<b>AD</b>	<b>AFRC</b>
Number of members	12	1
Average number of tasks performed	116	97
Average time in present job	1.5 yrs	N/A
Average time in career field	12.0 yrs	N/A
TAFMS	18.3 yrs	N/A
Predominant paygrade	E-7	E-7

**XVI. READINESS JOB (STG717).** These 76 members represent 4 percent of the sample. They spend 55 percent of their worktime performing Duty G (Personnel Readiness) tasks, 16 percent on General Personnel (Duty A) tasks, and another 10 percent on PERSCO tasks (Duty H). Sixty-three percent of these members are AD, of whom 31 percent (15 individuals) hold paygrade E-5, 29 percent (14 individuals) hold E-4, and 24 percent (11 members) hold E-6. Sixty-seven percent of AD members (32 individuals) hold DAFSC 3S051 and another 29 percent hold DAFSC 3S071.

<b>READINESS JOB</b>			
	<b>AD</b>	<b>ANG</b>	<b>AFRC</b>
Number of members	48	13	15
Average number of tasks performed	115	137	128
Average time in present job	1.3 yrs	N/A	N/A
Average time in career field	7.2 yrs	N/A	N/A
TAFMS	11.1 yrs	N/A	N/A
Predominant paygrade	E-5	E-6	E-5, E-6

The most-performed tasks for this job include the following:

- Prepare contingency exercise deployment (CED) orders for deployments or exercise operations
- Perform MANPER-B system backup procedures
- Initiate or process contingency, exercise, or rotation TDY reports or messages, such as itinerary or departure messages
- Process incoming automatic digital network (AUTODIN) levy packages using STU III (Red Mini)
- Process outgoing AUTODIN levy packages using STU III (Red Mini)
- Maintain or update MANPER-B data bases or systems, such as performing systems backup or system restore procedures
- Load personnel data base refreshments or replacements
- Maintain MANPER-B inventories
- Run, develop, edit, or print MANPER-B standard or locally defined reports
- Retrieve system updates, such as routing indicator table or personnel accounting (PAS) code directory, from STU III (Red Mini)
- Process PDS transactions
- Maintain master files of TDY orders
- Load manpower and personnel-base level (MANPER-B) release for manpower force (MANFOR) releases

#### **XVII. ROTC DETACHMENT JOB (STG1138).**

These 16 members comprise less than 1 percent of the sample. They are highly specialized, spending 69 percent of their worktime on AFROTC Detachment Personnel Activities (Duty K). They perform an average of 100 tasks overall, and spend only 7 percent of their time on General Personnel Activities (Duty A), their second-most performed Duty Area. This is not surprising, however, given the very specialized nature of their work and the fact that they are often posted far from an Air Force Base, where they might spend more time on ancillary and other duties. All of these members are AD. Over half (56 percent; see Table 10) hold paygrade E-6, and the rest are split evenly between E-5 and E-7. Sixty-nine percent hold DAFSC 3S071 and the rest hold DAFSC 3S051.

ROTC DETACHMENT JOB	
	AD
Number of members	16
Average number of tasks performed	100
Average time in present job	4.9 yrs
Average time in career field	14.3 yrs
TAFMS	16.7 yrs
Predominant paygrade	E-6

The most-performed tasks for this job include the following:

- Initiate AFROTC general military course (GMC) folders
- Initiate or process AF Forms 1056 (Air Force Reserve Officer Training Corps Contract)

- Maintain AFROTC GMC folders
- Review AFROTC Forms 35 (Certification of Involvement)
- Initiate or process AFROTC field training records
- Update AFROTC physical fitness management (PFM) data bases
- Maintain AFROTC Forms 35 (Certification of Involvement)
- Initiate or process AFROTC Forms 2 (Cadet Personnel Action Request)
- Initiate or process AFROTC Forms 63 (AFROTC Membership Actions Checklist)
- Initiate or process AFROTC Forms 40 (AFROTC Student Training Record)
- Request or review academic transcripts
- Maintain AFROTC Forms 48 (Academic Plan)
- Maintain AFROTC Forms 40 (AFROTC Student Training Record)

### Comparison of Current Group Descriptions to Previous Study

Table 13 summarizes the differences between the results of the previous and present OSRs. Overall, the work structure of this career field shows a pattern of many relatively minor shifts, but basic stability, over the past few years. The differences that are apparent in Table 13 are, for the most part, easily understood, and the similarities and correspondences appear to outweigh the differences.

First, the CSS Cluster comprises roughly 29 percent of both the present and 1996 samples, but the organizational work structure appears quite different. The 1996 OSR did not report any separate jobs made up of mostly or exclusively ANG and/or AFRC members, but three such jobs clearly emerged in the present analysis. A likely explanation is that ANG and AFRC members working in the CSS environment are specializing more now with regard to ANG- and/or AFRC-specific work, but members of these jobs constitute a relatively small proportion of the cluster. The far more pronounced change is that the bulk of the cluster appears to have become more homogeneous. The largest job in the cluster, by far, is the CSS Generalist Job, so called because of a complete lack of specialization within Duty I (CSS Activities), although that is their primary duty area.

Much the same can be said for the Separations Cluster. The cluster still comprises roughly five percent of the sample, as before, and there is still an identifiable NCOIC job, but the 1996 analysis revealed separate Separation and Retirement Jobs and the present analysis does not. Members are now performing both functions, relatively equally.

The Assignments Cluster appears to have grown dramatically, probably reflecting an increase in the number of people specializing in assignments, rather than performing assignments tasks in conjunction with other duties. In 1996 the cluster comprised about 2 percent of the overall sample, and today the corresponding figure is 6 percent. In addition, the primary job type of the current cluster, a homogeneous Assignments Job, did not even appear in the previous analysis, although the number of members working on assignments in AFPC appears stable.

The Formal Training Job and PME Monitor Job, taken together, correspond to the previous Formal Training Cluster. In fact, once again the data would have supported identification of a cluster with two very similar jobs, rather than two independent jobs, but the difference in seniority and scope of work between the two groups tipped the balance toward identifying two jobs in the present analysis.

The Evaluations Cluster of the previous analysis provides an exception to the trend toward increased homogeneity. Although the two jobs within that cluster, the Evaluations Job and the Evaluations Supervisor Job, have clear counterparts in the present analysis, the current jobs are not within a cluster. The fact that they were identified within a cluster in the previous analysis suggests considerable overlap in their work at that time, and the 1996 OSR narrative says that the only differences between the two jobs lay in the additional management/supervision tasks performed by the supervisors. In the present analysis, the work performed by the members of the Evaluations NCOIC Job resembles that performed by the Promotions NCOIC Job more than that performed by the Evaluations Job. In other words, Evaluations NCOICs are apparently performing fewer technical and more supervisory tasks now than previously.

So, apparently, are the Promotions NCOICs. In the previous analysis, they were grouped with promotions workers in a cluster as well, but are now identifiable as an independent job. The same likely explanation applies in both these cases: these two groups of NCOICs, Evaluations and Promotions, are performing more management/supervisory tasks and fewer technical tasks than they used to. Interestingly, there is no worker-level Promotions Job apparent in the present sample. Of course, members performing promotions functions can be found, but they are no longer specializing in promotions. Instead, this is one of several Duties among which they are dividing their time.

In other cases, there are worker-level jobs where there used to be clusters of worker and supervisor jobs. The Customer Service Job, Awards & Decorations Job, Readiness Job, and Employment Job all fall into this category. In these cases, the worker-level job remains, but a clear supervisory-level job has disappeared. Either the supervisors are now performing more technical work, and therefore more closely resemble the other workers, or else the supervisors are performing such a diverse set of tasks, supervising a number of different groups of specialized workers (for example), that they have become more homogeneous.

The only jobs that appear to have remained relatively stable are the Reenlistment and Casualty Services Jobs. In some other cases, closely corresponding jobs exist between the two surveying efforts, but this is not necessarily apparent. For example, the Managers/Supervisors Job appears to correspond to the former Unit Orderly Room NCOIC, but the change in terminology perhaps hides this. In addition, the previous analysis identified an Instructor Job, comprising technical school instructors. Instructors are still at the technical school and can be found within the present sample, but they did not group together because (in addition to tasks involving classroom teaching, CDC writing, and the like) they reported performing tasks that they are teaching. The difference, of course, is subtle, but this made them group with various workers who are performing those tasks in the field.

The AFROTC Detachment Job is much smaller than the former AFROTC Cluster is. The cluster included members not working at the detachments, and it's not clear why the people supporting AFROTC programs at Air Force bases were not identifiable together. Again, they are likely performing more diverse work than before. The same may be said for the former IMA Administrator Job members. The present sample contains members performing IMA administration tasks, but they did not emerge as a clear job type.

### Summary

In summary, analysis reveals that the Personnel career ladder is very diverse, and although the overall work of the specialty has remained fundamentally stable over the past few years, work organization has changed. In some cases, supervisors and managers are still specializing, but the workers they supervise are performing more diverse work. In other cases, supervisors and managers have diversified, but still supervise homogeneous groups of workers.

## **SKILL AND EXPERIENCE ANALYSIS**

### Analysis of DAFSC Groups

An analysis of DAFSC groups in conjunction with the analysis of the career ladder structure is an important part of each occupational survey. DAFSC analysis examines differences in tasks performed between skill levels. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Airman Classifications*, reflect what career ladder personnel are actually doing in the field.

## **ACTIVE DUTY**

**AFSC 3S0X1.** The distribution of AFSC 3S0X1 AD skill-level groups across career ladder clusters and jobs is displayed in Table 14. Two observations seem appropriate. First, as can be seen, all skill levels are represented in those clusters and jobs that represent the core work of the specialty – CSS, assignments, separations, customer service, and the like. Although members holding higher skill levels generally assume more supervisory and management responsibilities in addition to performing technical work, few occupy positions of exclusively or nearly-exclusively management/supervisory duties or more advanced technical work (such as PERSCO, evaluations, readiness, and casualty services). Such positions tend to have few members. The overall pattern is for most members to continue performing the basic technical jobs of the specialty in addition to assuming management/supervisory duties. Second, across all skill levels, substantial numbers of members are not grouped within any job or cluster, and this tendency becomes more pronounced with advancement through the skill levels. A full 35 percent of 7-skill level members are not grouped, which is, by comparison to most career fields, a very high percentage. What this means is that large numbers of members at all skill levels perform, at

fairly substantial levels, tasks representing a variety of duties, i.e., they do not specialize in any one kind of activity. In summary, the work of many members of the career field is very diverse and at the same time homogenous. To some extent, everybody is doing a bit of everything.

Table 15 offers a different perspective by displaying the relative percent time spent on each duty across skill-level groups. The conclusion, however, remains much the same. As expected, 3-skill level personnel have little to do with management and supervisory activities (Duty Area L), training activities (Duty Area M), or administrative and supply activities (Duty Areas N), but relatively few members at more advanced skill levels are substantially involved with these activities, either. Overall, this pattern indicates that career progression in this specialty is atypical, with a continuous increase in supervisory, managerial, and administrative activities but little corresponding decrease in technical work as skill level increases. Specific skill-level group discussions are presented below.

#### Descriptions and Comparisons of Skill-Level Groups

**DAFSC 3S031.** Table 16 shows the top tasks that AD DAFSC 3S031 personnel are performing. Not surprisingly, these tasks reflect the basic nature of their work, and are concentrated in Duties A (Performing General Personnel Activities), F (Performing CSS Activities), and I (Performing Customer Service Activities).

**DAFSC 3S051.** Table 17 shows the top tasks that AD DAFSC 3S051 personnel are performing, and reflects again their continued involvement with the basic work of the specialty. The primary difference is the lower degree of involvement in Duty F, Customer Service. Personnel continue to spend considerable amounts of their work time performing General Personnel and CSS tasks, however. At this point in their careers, management and supervisory work does not comprise a substantial part of their work. Table 18 tells much the same story from a different perspective, by showing the tasks that best distinguish between 3- and 5-skill level members, that is, those tasks from the entire inventory that show the greatest differences between groups in the percent of members performing them. These differences also reflect the increase in CSS activities and, although it is not so obvious, the decrease in Customer Service activities at the 5-skill level. Clearly, many 5-skill level personnel are doing much the same jobs as are 3-skill level personnel, with low levels of supervisory duties supplementing, rather than replacing, their technical work.

**DAFSC 3S071.** Table 19, which lists the top tasks performed by AD 7-skill level personnel, shows that management and supervision tasks are beginning to comprise a considerable portion of these member's duties. Again, however, their continued involvement in General Personnel activities is also apparent. This is reinforced by the information in Table 20, which shows the tasks that best distinguish between 5- and 7-skill level members. Only a few management or supervisory tasks from Duty L distinguish 7-skill level work from 5-skill level work. At the same time, 5-skill level personnel are still extensively involved in CSS work, which the 7-skill level personnel are not. In summary, 7-skill level members are mostly performing a mixture of general personnel and management activities. The high level at which they continue with general activities accounts for the high percentage of 7-skill level members who did not group with any



of the identified clusters or jobs. At the same time, this explains why the occupational analysis revealed no large or homogeneous management/supervision job or cluster.

## ANG

Table 21 shows the distribution of AFSC 3S0X1 skill-level groups across career ladder clusters and jobs for ANG personnel, while Table 22 shows the time spent on the various Duties by skill-level groups. The most striking thing about Table 21 is that it shows that, compared to AD members, an even larger proportion (over half in both cases) at both skill levels did not group within a cluster or job. ANG members appear to be generalists even more than AD members are. Among those that did group, the three core clusters and jobs (CSS, Customer Service, and Separations) absorbed most ANG members.

**DAFSC 3S051.** Table 23 lists representative tasks for 3S051 ANG personnel. Comparing this table to Table 17 shows that the main difference between AD and ANG 5-skill level personnel is that AD members tend to perform more CSS tasks (Duty F) while ANG members more perform Customer Service activities. There is, however, considerable overlap in the work done by members of both components.

**DAFSC 3S071.** Table 24 shows representative tasks for the ANG 7-skill level group, while Table 25 shows the tasks that best distinguish between the 5- and 7-skill level groups. Table 25 does not provide much additional insight, relative to what has already been discussed above. It consists primarily of a few general personnel and CSS tasks, along with a handful of tasks from various other duty areas. It is somewhat surprising that 7-skill level ANG members do not appear to assume management/supervisory responsibilities to the degree that AD and (see below) AFRC 7-skill level members do.

## AFRC

Table 26 shows the distribution of AFSC 3S0X1 skill-level groups across career ladder clusters and jobs for AFRC personnel, while Table 27 shows the time spent on the various Duties by skill-level groups. AFRC personnel resemble ANG personnel. They are represented in more jobs than their ANG counterparts, but by only one or two incumbents in such cases. They generally tend to be found in the same jobs and in roughly the same proportions as ANG members. Also, like ANG members, roughly half the sample did not group with any cluster or job, reflecting the extent to which they divide their time across a variety of duties and tasks.

**DAFSCs 3S051 and 2S071.** These members' similarity to their AD and ANG counterparts is apparent in Tables 28 and 29, which show their most widely-performed tasks. At the 5-skill level, CSS, Customer Service, and General Personnel activities dominate across all three components, although AD tend to perform more CSS tasks and ANG tend to perform more

customer service tasks. AFRC 5-skill level members tend to do both, and are in that sense a sort of hybrid. At the 7-skill level, AFRC members show the same tendency to perform the same mixture of General Personnel (Duty A) and Management/Supervision (Duty L) tasks as do AD members, and much the same technical work as ANG members. Table 30 reinforces the impression that increased supervisory/managerial responsibilities primarily distinguish between 5- and 7-skill level AFRC personnel. It also shows (because there are no tasks that are performed at a higher level by 5-skill level than by 7-skill level personnel) that assuming the 7-skill level mainly involves taking on more managerial tasks in addition to the continuing work done by 5-skill level members.

### Summary

Career progression among AD airmen is not typical in pattern. Technical task performance does not appear to decrease greatly as members progress from the 3- to the 7-skill level, and supervisory responsibilities do not begin to supplement technical tasks at the 5-skill level, but rather at the 7-skill level. Even at the 7-skill level, supervisory and managerial tasks do not occupy the majority of a typical member's time. Instead, 7-skill level personnel tend to do a mixture of some management/supervisory work and a very diverse set of tasks from across the specialty. The work performed by ANG personnel changes very little as members progress between skill levels, remaining largely technical and very diverse throughout. AFRC members represent a sort of mixture of the other two components, assuming limited management/supervisory responsibilities as they progress between skill levels and continuing to perform substantial and diverse technical work as well.

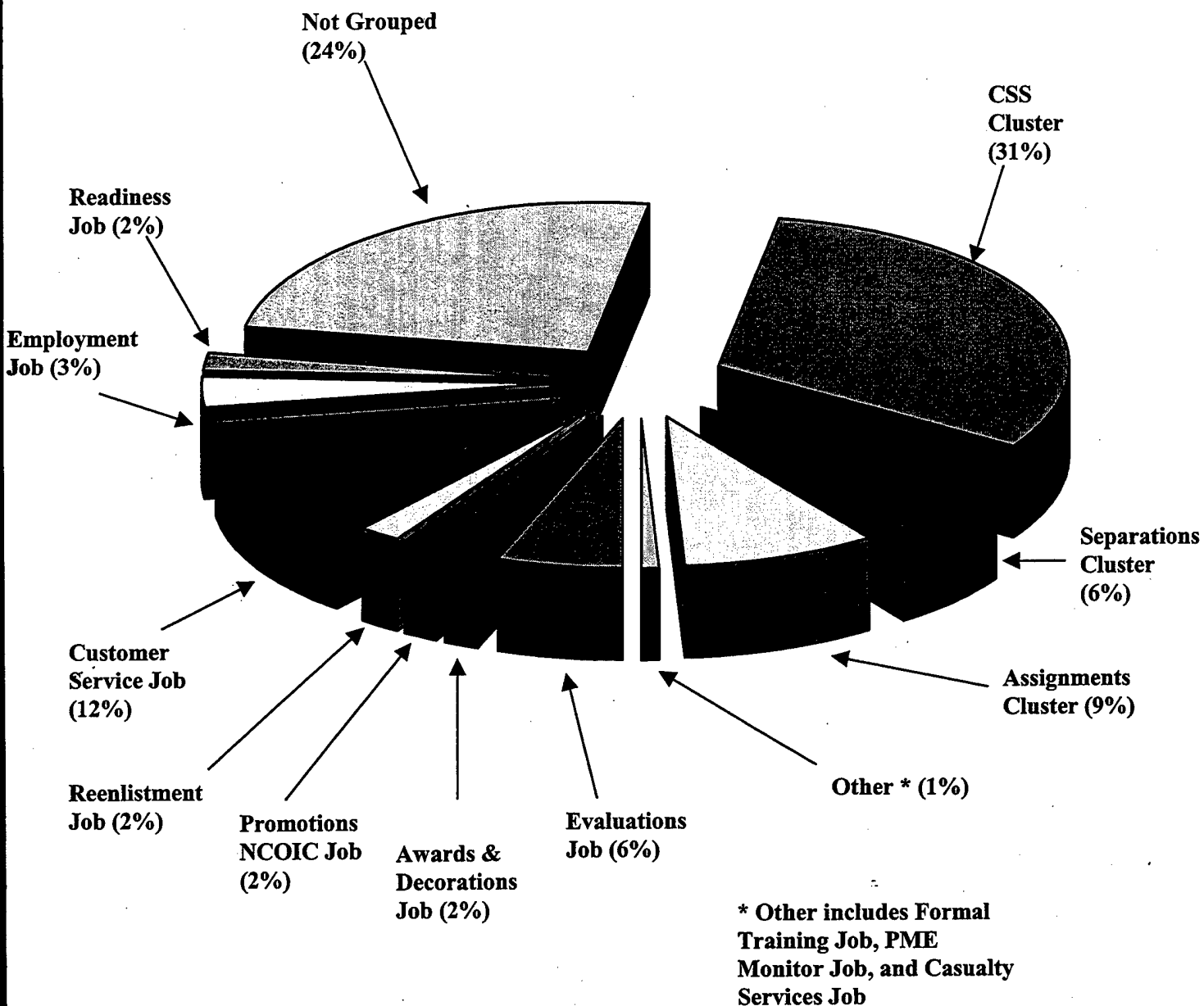
## **TRAINING ANALYSIS**

Occupational survey data are a source of information that can assist in the development or evaluation of relevant training programs for entry-level personnel. Factors used to evaluate entry-level Personnel training include the jobs that are being performed by first-enlistment personnel (i.e., those with 1-48 months TAFMS), the overall distribution of first-enlistment personnel across career ladder jobs, the percent of first-enlistment members who perform specific tasks, as well as ratings of relative TE and TD.

### First-Enlistment Personnel

In this sample, there were 483 AD AFSC 3S0X1 members in their first enlistment (1-48 months TAFMS). This represents 23 percent of the total survey sample and 31 percent of the AD survey sample. Figure 2 illustrates the distribution of these members across specialty jobs. First-enlistment personnel are concentrated in the CSS Cluster and, to a lesser extent, in the large Customer Service Job and both the Separations and Assignments Clusters. However, note that 24 percent, a very large percentage compared to most career fields, did not group with any job or cluster, a finding much like that for the entire specialty (see Figure 1). However, first-term

# **DISTRIBUTION OF AFSC 3S0X1 FIRST-ENLISTMENT PERSONNEL ACROSS SPECIALTY JOBS**



**FIGURE 2**

members are found in all but the more senior jobs, and some even grouped with the Promotions NCOIC Job. Table 31 shows the relative percent of time spent across duties by first-enlistment 3S0X1 members. Not surprisingly, they closely resemble the 3-skill level group in this regard. The largest portion of their time (21 percent) is spent performing tasks related to Duty Area I (Performing CSS Activities). Another 20 percent is spent in Duty Area A (Performing General Personnel Activities), 16 percent is devoted to tasks in Duty Area F (Performing Customer Service Activities), 15 percent is spent in Duty Area C (Performing Relocations Activities), and yet another 14 percent is devoted to Duty Area E (Performing Career Enhancement Activities). Representative tasks for these personnel are shown in Table 32.

#### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors that can help training development personnel decide which tasks to emphasize for entry-level training. These ratings are based on the judgments of senior career ladder NCOs at operational units. The first, the TE rating, provides training personnel with a rank-ordering of tasks according to how important these senior NCOs considered the provision of *structured training* to first-enlistment airmen. The second, TD, is a rating by the senior NCOs of the relative difficulty of those tasks (TD). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can be made to determine whether adjustments to training are necessary. For example, tasks receiving high ratings on both task factors (TE and TD) generally warrant resident training if they are also performed by a moderate-to-high percentage of first-enlistment members. Tasks receiving high TE and/or TD ratings but that are performed by relatively low percentages of members may be more appropriately planned for structured OJT programs within the career ladder. Low TE/TD ratings may highlight tasks best omitted from training for new personnel. These task factors are, of course, not the only ones to weigh in making training decisions; the percentages of personnel performing the tasks, command concerns, the criticality of the tasks, and any other important factors must also be considered carefully.

To assist training development personnel, AFOMS developed a computer program that uses these task factors and the percentage of first job personnel performing tasks to produce Automated Training Indicators (ATI). ATIs correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, AETCI 36-2601. ATIs allow training developers to quickly focus attention on those tasks, which are most likely to qualify for resident course consideration.

A total of 150 TE disks were mailed, all to senior-level AD personnel, and 112 were returned. Of these, 35 were readable disks and the data were acceptable according to a number of standard criteria, such as a minimum number of tasks rated and minimum level of agreement with other raters. A total of 150 TD disks were mailed, also all to senior AD personnel, and 115 were returned. The final sample included 74 raters. Analysis showed excellent overall agreement between raters with regard to TD ratings. Although overall agreement regarding TE ratings was acceptable in the final sample, it was not impressively high. In addition, a substantial number of raters' data were discarded, due to their relative lack of agreement with any of the other raters, before the final sample was determined. What this means is that considerable

disagreement was apparent among members of the original sample regarding the TE ratings for many tasks, although a sizeable core of raters agreed sufficiently that users of these data can have reasonable confidence in their reliability.

Table 33 lists the tasks that were assigned the highest average TE ratings, along with the percent members performing those tasks by groups of 1-24 months and 1-48 months TAFMS, as well as 3-, 5-, and 7-skill level groups. It is apparent in Table 33 that most of the tasks with high TE ratings are being performed by a substantial percentage (over 20 percent) of target group members (first job, first enlistment, and 3-skill level). This is usual and reflects the sound judgment of the raters, that is, they apparently realized that these are tasks that first-enlistment airmen frequently perform. There are a few exceptions to this, in that some tasks with high TE ratings are performed by relatively few target group airmen. These tasks, however, appear to be important to the performance of certain smaller jobs. Training on these tasks would be important for first-term airmen assigned to such positions.

Table 34 shows tasks that were assigned the highest average TD ratings, and also includes the percent members performing these tasks by groups of 1-24 months and 1-48 months TAFMS, and 3-, and 5-skill level groups. Unlike tasks with high TE ratings, the tasks with the highest TD ratings are performed by few first-enlistment airmen, and most are not performed in substantial numbers by even 7-skill level personnel.

Full information concerning TE and TD ratings and ATIs for the entire task list can be found in the Training Extract that accompanies this OSR. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.

#### Specialty Training Standard (STS) Analysis

STS 3S0X1 was reviewed by comparing survey data to STS elements. Technical school personnel from the 335 TRS, Keesler AFB MS matched JI tasks to appropriate STS sections and subsections. STS paragraphs containing general knowledge information, subject-matter knowledge requirements, or supervisory responsibilities were not reviewed.

As a general rule, STS elements that match tasks having sufficiently high TE and/or TD ratings and that are performed by at least 20 percent of personnel in appropriate skill-level groups should be included in the STS. Of course, these are not the only criteria for inclusion in the STS, and other rational considerations may argue against inclusion. Likewise, elements matched to tasks with less than 20 percent performing in all of these groups generally should not be included in the STS, unless other considerations (such as mission criticality, or criticality to a particular MAJCOM) argue for inclusion.

Survey data showed that 16 performance-coded STS elements are performed by fewer than 20 percent of first-enlistment personnel. Examples of these elements are listed in Table 35, and should be reviewed to assure that their continued inclusion in the STS is warranted.

On the other hand, a number of tasks which were not referenced to the STS by the SMEs who performed the matching process are performed by sufficient numbers of first-job and first-enlistment airmen to possibly justify inclusion in the STS. Examples of these tasks are given in Table 36. A full listing will appear in the Training Extract produced from survey data and provided to Technical School personnel. Several of the tasks listed in Table 37 have high or fairly high TE values, further suggesting the possibility that they may have a rightful place in the STS. Some also have relatively high TD ratings, another factor that should be weighed.

#### Plan of Instruction (POI) Analysis

In addition to the STS, the POI for a course may also have unsupported tasks (included in the course but performed by few first-term airmen) or tasks that should be considered for structured training but are not now included in a course. Personnel from the 334 TRS also matched JI tasks to related training objectives in the POI for the entry-level course. POI blocks, units of instruction, and learning objectives were then compared to the standard set forth in AETCI 36-2601, dated 5 July 1996. This document indicates that tasks trained in the course but not performed by at least 30 percent of first-enlistment members should be considered for elimination from the course, unless other rational considerations argue for inclusion. This is particularly so if TE ratings for the task are not high and TD ratings for the task are sufficiently high.

A number of POI paragraphs were found to be unsupported in the course of the present review. Examples of these are given in Table 37, and a complete listing will be included in the Training Extract. Training personnel should review these unsupported learning objectives for possible deletion from the POI.

### **JOB SATISFACTION ANALYSIS**

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey disk included attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current sample were analyzed by making three comparisons. The first was a comparison among AD TAFMS groups of the AFSC 3S0X1 career ladder and a comparative sample of other Support AFSCs surveyed in 1998 (see Table 38). The second (see Table 39) compared the present results to those from the most recent previous survey, which was in 1996. The third was across specialty groups identified in the SPECIALTY JOBS section of the report, and these results are shown in Tables 40, 41, and 42 for the AD, ANG, and AFRC components, respectively.

### AD Job Satisfaction

Table 38 shows that, on balance, first-term AD members of the 3S0X1 career field find their work less interesting than the comparative sample from other support career fields. The difference is not as great among airmen in their second enlistment, and decreases even more for senior members. In addition, first-term airmen perceive less use of their talents and training. Only senior members get a greater sense of accomplishment from their work than do those in the comparative sample. On the other hand, their mild to moderate dissatisfaction has not affected their reenlistment intentions, which are slightly higher than the comparative sample across the board. None of the job satisfaction indices are actually bad, and there appear to be no major morale problems.

Table 39 compares these job satisfaction indices between the previous (1996) and present surveys, also for AD members by TAFMS groups. For members in their first two enlistments, there have been small to moderate declines in all indices over the last four years, including reenlistment intentions. The decline is not apparent for senior members, and what appears to be a decline in reenlistment intentions is actually accounted for by the comparable increase in intentions to retire.

AD job satisfaction data by cluster and job groups are provided in Table 40. The data show that the slight dissatisfaction shown by the first- and second- term AD airmen is not as apparent among members of the CSS Cluster and the Customer Service Job, which are the two biggest recipients of first-term airmen. Apparently, looking at jobs as a whole, including more senior members of those jobs, mitigates what small satisfaction problems were evident in earlier tables. It would be very difficult to describe in detail the patterns of responding evident in this table, but overall job satisfaction for the specialty looks rather good, apart from a few exceptions in what tend to be smaller jobs.

### ANG Job Satisfaction

Only job satisfaction indications across the cluster and job groups are examined for ANG members (Table 41) because of lack of TAFMS data. In general, all job satisfaction indices are high across all jobs.

### AFRC Job Satisfaction

Job satisfaction indices for AFRC members are also high (Table 42) with only a minor exception based on the opinions of small numbers of respondents.

## **IMPLICATIONS**

As explained in the **INTRODUCTION**, this survey was conducted primarily to ensure the availability of current data for use in guiding the development and evaluation of training and to

support planned changes within this career ladder. Typical uses of OA data include reviewing the present AFMAN 36-2108 *Specialty Description* for accuracy and the present STS and POI for adequacy. The findings in this OSR come directly from survey data collected from 3S0X1 personnel worldwide. Overall, the survey results show few problems with the career field in terms of personnel utilization or job satisfaction/morale issues, and none of these problems appears serious. On the other hand, a number of potential problems concerning adequacy and efficiency of training were identified and should be reviewed.

The data are available to those concerned with making decisions regarding training and utilization within the career field, including the CFM, functional managers, and other interested parties. In addition, demographic (background) and job satisfaction data are available for those concerned with manpower and personnel issues, as well as training issues. However, OSRs present, for the most part, only a high-level summary and overview of the career field. Much of the data will be analyzed further and compiled into a series of extracts directed toward a particular audience or toward answering specific types of questions. These extracts should be consulted whenever additional training or utilization decisions are made.

#### FINAL NOTE

As a final note, the CFM requested information on additional duties. A complete report of findings has been prepared for the Analysis Extract, but Table 43 shows the additional duties performed by 5 percent or more of AD members, and Table 44 gives the distribution of AD airmen according to their reported time spent on additional duties.



## **APPENDIX A**

### **SELECTED REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF CAREER LADDER JOBS**

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TABLE A1

CSS CLUSTER  
(STG164)PERCENT  
MEMBERS  
PERFORMING  
(N=619)

TASKS	
A0067	Request inquiries using Personnel Concept III (PC III)
I1034	Perform random or annual weight checks of personnel
I1003	Maintain personal information files (PIFs)
I1033	Perform inprocessing or outprocessing of unit personnel
I1012	Maintain weight management records
I1042	Process leave requests
A0004	Clear overdue data on transaction registers (TRs)
I0975	Distribute incoming mail
I1006	Maintain UIFs
I1021	Monitor unit leave programs
I1008	Maintain unit leave control logs
I0979	Generate computer products, such as PC III, Access, or Excel
I1030	Notify personnel of urinalysis testings
A0034	Initiate electronic mail (e-mail)
I0977	Distribute WAPS testing notification RIPs
I1017	Monitor random urinalysis sample programs
I1072	Schedule unit personnel for weight management medical evaluations
A0044	Maintain copies of listings, such as TRs, purges, or strength reports
I1049	Process UIF actions
I1022	Monitor unit performance feedback program
I1079	Verify BAS rosters
I0964	Assist unit personnel in updating or inquiring information in PC III
I1047	Process requests for basic allowance for subsistence (BAS)
I1037	Pick up or deliver unit correspondence, computer products, or miscellaneous items
I1011	Maintain UMPRs
I1019	Monitor UIFs for accuracy
I1082	Verify completion of WMP updates or codings

TABLE A2

LEAVE MONITOR JOB  
(STG512)

TASKS	PERCENT MEMBERS PERFORMING (N=41)
I1003 Maintain personal information files (PIFs)	88
I1034 Perform random or annual weight checks of personnel	88
I1021 Monitor unit leave programs	85
I1042 Process leave requests	83
I1008 Maintain unit leave control logs	83
A0067 Request inquiries using Personnel Concept III (PC III)	80
I1033 Perform inprocessing or outprocessing of unit personnel	66
I1079 Verify BAS rosters	66
I0977 Distribute WAPS testing notification RIPS	66
I1047 Process requests for basic allowance for subsistence (BAS)	63
I1006 Maintain UIFs	59
I1017 Monitor random urinalysis sample programs	59
I1038 Post daily record of transactions (DROT's)	59
I1016 Monitor no-shows for various programs, such as medical or dental appointments	59
I0976 Distribute leave and earnings statements (LESs)	59
I0975 Distribute incoming mail	56
I1012 Maintain weight management records	56
A0004 Clear overdue data on transaction registers (TRs)	56
I1030 Notify personnel of urinalysis testings	54
I0964 Assist unit personnel in updating or inquiring information in PC III	51
I1022 Monitor unit performance feedback program	46
I0979 Generate computer products, such as PC III, Access, or Excel	46
I1070 Schedule unit personnel for dental examinations	46
I1009 Maintain unit locator cards	44
I1049 Process UIF actions	39
I1036 Perform TDY tracking procedures	39
I1011 Maintain UMPRs	39
I1015 Monitor cycle ergometry programs	37
I0960 Administer unit INTRO program	37

TABLE A3

CSS GENERALIST JOB  
(STG490)PERCENT  
MEMBERS  
PERFORMING  
(N=429)

## TASKS

I1034	Perform random or annual weight checks of personnel	96
I1003	Maintain personal information files (PIFs)	93
I1012	Maintain weight management records	92
A0067	Request inquiries using Personnel Concept III (PC III)	92
I1033	Perform inprocessing or outprocessing of unit personnel	90
I1042	Process leave requests	90
I1006	Maintain UIFs	89
A0004	Clear overdue data on transaction registers (TRs)	87
I1021	Monitor unit leave programs	86
I1008	Maintain unit leave control logs	85
I1072	Schedule unit personnel for weight management medical evaluations	85
I1049	Process UIF actions	85
I1030	Notify personnel of urinalysis testings	84
I0977	Distribute WAPS testing notification RIPS	84
I1019	Monitor UIFs for accuracy	83
I1022	Monitor unit performance feedback program	82
I0975	Distribute incoming mail	81
I0979	Generate computer products, such as PC III, Access, or Excel	81
I1017	Monitor random urinalysis sample programs	81
I1082	Verify completion of WMP updates or codings	81
I1047	Process requests for basic allowance for subsistence (BAS)	81
I1079	Verify BAS rosters	81
I1011	Maintain UMPRs	80
I1037	Pick up or deliver unit correspondence, computer products, or miscellaneous items	79
A0034	Initiate electronic mail (e-mail)	79
A0044	Maintain copies of listings, such as TRs, purges, or strength reports	76
I1084	Verify promotion eligibility of unit personnel	76

TABLE A4  
ENTRY-LEVEL CSS GENERALIST JOB  
(STG420)

TASKS		PERCENT MEMBERS PERFORMING (N=10)
I1042	Process leave requests	100
I1008	Maintain unit leave control logs	90
A0067	Request inquiries using Personnel Concept III (PC III)	90
I1003	Maintain personal information files (PIFs)	90
F0820	Review unit sponsor status listings	90
I1021	Monitor unit leave programs	80
A0050	Monitor arrival of computer products following TR notifications	80
A0044	Maintain copies of listings, such as TRs, purges, or strength reports	80
F0771	Monitor inbound or outbound rosters	80
A0004	Clear overdue data on transaction registers (TRs)	80
I1044	Process military sponsor program information forms	70
I1033	Perform inprocessing or outprocessing of unit personnel	70
C0236	Monitor terminal leaves	70
D0401	Monitor personnel reporting dates, such as for overdue personnel	70
I0977	Distribute WAPS testing notification RIPS	70
F0830	Update or record local address or home telephone information changes	60
I0964	Assist unit personnel in updating or inquiring information in PC III	60
D0360	Establish incoming PCS processing folders	60
F0689	Coordinate sponsor package materials with appropriate agencies	60
I1034	Perform random or annual weight checks of personnel	60
I1036	Perform TDY tracking procedures	60
I0960	Administer unit INTRO program	60
I1015	Monitor cycle ergometry programs	60
C0323	Verify leave balances for reassignment or retirement	60
I1012	Maintain weight management records	60
F0793	Provide guidance concerning PC III	60
I1006	Maintain UIFs	60

TABLE A5

GUARD CSS JOB  
(STG455)PERCENT  
MEMBERS  
PERFORMING  
(N=10)

## TASKS

I0979	Generate computer products, such as PC III, Access, or Excel	100
I0964	Assist unit personnel in updating or inquiring information in PC III	100
A0034	Initiate electronic mail (e-mail)	100
I1034	Perform random or annual weight checks of personnel	100
I0998	Maintain fitness records	100
A0067	Request inquiries using Personnel Concept III (PC III)	90
I1012	Maintain weight management records	90
I1030	Notify personnel of urinalysis testings	90
I0975	Distribute incoming mail	90
A0001	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	90
A0004	Clear overdue data on transaction registers (TRs)	90
F0793	Provide guidance concerning PC III	80
J1122	Issue commissary cards to eligible reservists	80
A0060	Prepare administrative or classified materials or documents for mailing, transporting, or issue	80
A0018	Determine data compatibility, such as assignment availability dates, reenlistment codes, or weight management codes	80
J1187	Provide administrative assistance to reserve commanders, supervisors, or trainers	70
I0980	Identify no-shows for commanders' calls	70
E0559	Perform administrative actions on promotions or weight management of Air Force Reserve members	70
A0036	Initiate or maintain standby rosters or workcenter pyramid recall rosters	70
A0061	Prepare or maintain duty rosters	70
A0019	Dispose of personnel data system (PDS) products	70
A0005	Clear purge or reject rosters	70
I1028	Monitor or update recall rosters	60

TABLE A6  
RESERVES CSS JOB  
(STG418)

TASKS	PERCENT MEMBERS PERFORMING (N=25)
J1122 Issue commissary cards to eligible reservists	100
A0067 Request inquiries using Personnel Concept III (PC III)	96
A0034 Initiate electronic mail (e-mail)	96
I1003 Maintain personal information files (PIFs)	92
I0975 Distribute incoming mail	92
I0964 Assist unit personnel in updating or inquiring information in PC III	88
I1033 Perform inprocessing or outprocessing of unit personnel	88
I1037 Pick up or deliver unit correspondence, computer products, or miscellaneous items	88
I0979 Generate computer products, such as PC III, Access, or Excel	84
I0997 Maintain data bases, such as Access or Excel	84
J1187 Provide administrative assistance to reserve commanders, supervisors, or trainers	80
J1144 Perform unit training assembly processing system (UTAPS) actions	80
J1127 Monitor compliance with dress and personal appearance standards	80
A0036 Initiate or maintain standby rosters or workcenter pyramid recall rosters	76
A0035 Initiate requests for temporary duty (TDY) orders	76
J1117 Identify individual reservists or retired reservists eligible for commissary cards	72
I1007 Maintain unit bulletin boards	72
J1188 Provide guidance concerning dress and personal appearance standards	68
I1034 Perform random or annual weight checks of personnel	68
I1028 Monitor or update recall rosters	64
I1022 Monitor unit performance feedback program	64
I1012 Maintain weight management records	64
M1333 Conduct on-the-job training (OJT)	60
A0046 Maintain publications libraries	60



TABLE A7

GUARD/RESERVES CUSTOMER SERVICE JOB  
(STG432)

TASKS	PERCENT MEMBERS PERFORMING (N=11)	
F0750	Initiate or process DD Forms 93 (Record of Emergency Data)	100
I0979	Generate computer products, such as PC III, Access, or Excel	100
I1033	Perform inprocessing or outprocessing of unit personnel	100
I1027	Monitor or process unit paperwork for reenlistments	91
F0709	Counsel personnel concerning serviceman's group life insurance (SGLI) elections	91
A0067	Request inquiries using Personnel Concept III (PC III)	91
F0830	Update or record local address or home telephone information changes	91
F0836	Verify SSNs or names	91
F0793	Provide guidance concerning PC III	91
I0975	Distribute incoming mail	91
C0161	Counsel personnel concerning military service obligation (MSO)	91
A0003	Assist personnel in preparing applications for correction of military records	91
A0034	Initiate electronic mail (e-mail)	82
E0536	Initiate or process enlistment or reenlistment documents	82
E0478	Counsel personnel concerning extensions of enlistment	82
F0729	File personnel record folders	82
I1077	Update customer service actions	82
I0971	Counsel personnel concerning applications for SGLI	82
I0964	Assist unit personnel in updating or inquiring information in PC III	82
F0810	Review applications for SGLI	82
A0024	Draft or write articles for base newspapers, daily bulletins, or information bulletins	82
A0086	Verify personnel possess ID tags	82
E0469	Coordinate reenlistments or cancellations of enlistments with appropriate agencies	73

TABLE A8  
SEPARATIONS CLUSTER  
(STG336)

TASKS	PERCENT MEMBERS PERFORMING (N=98)
C0138 Complete DD Forms 214 (Certificate of Release or Discharge from Active Duty)	93
C0282 Prepare or process separation orders	93
C0139 Complete DD Forms 214WS (Worksheet for Certificate of Release or Discharge from Active Duty)	92
C0283 Prepare or process separation relocation folders	89
C0266 Prepare or process applications for retirement	87
C0147 Conduct outprocessing briefings	86
A0067 Request inquiries using Personnel Concept III (PC III)	86
C0177 Distribute retirement documents	84
C0257 Prepare or process applications for discharge for miscellaneous reasons	84
C0148 Conduct retirement counselings or briefings, other than disability retirement briefings	82
C0203 Evaluate or review applications for retirement	82
C0277 Prepare or process forms for approved retirements	81
A0034 Initiate electronic mail (e-mail)	81
C0146 Conduct discharge or release from active duty counselings or briefings	80
C0142 Complete discharge certificates, other than DD Forms 214, 214WS, or 215	79
A0004 Clear overdue data on transaction registers (TRs)	79
C0173 Distribute completed separation documents	78
C0163 Counsel personnel concerning retirement eligibility, application, or processing requirements, other than under 7-day option policy	78
C0231 Maintain separation relocation folders	77
C0174 Distribute field record groups (FRGps) for separatees or retirees	77
C0190 Evaluate or review applications for discharge for miscellaneous reasons	73
C0290 Process applications for hardship discharge	73
C0155 Coordinate separations with appropriate agencies	73

TABLE A9  
ENTRY-LEVEL SEPARATIONS JOB  
(STG456)

TASKS	PERCENT MEMBERS PERFORMING (N=12)
C0139 Complete DD Forms 214WS (Worksheet for Certificate of Release or Discharge from Active Duty)	100
C0138 Complete DD Forms 214 (Certificate of Release or Discharge from Active Duty)	100
C0283 Prepare or process separation relocation folders	92
C0282 Prepare or process separation orders	83
A0067 Request inquiries using Personnel Concept III (PC III)	75
C0147 Conduct outprocessing briefings	75
C0146 Conduct discharge or release from active duty counselings or briefings	67
A0034 Initiate electronic mail (e-mail)	67
C0142 Complete discharge certificates, other than DD Forms 214, 214WS, or 215	58
C0231 Maintain separation relocation folders	58
C0277 Prepare or process forms for approved retirements	58
A0038 Initiate or process AF Forms 907 (Relocation Preparation Checklist)	58
C0150 Conduct separation processing for personnel returning from overseas	58
C0177 Distribute retirement documents	50
C0266 Prepare or process applications for retirement	50
C0173 Distribute completed separation documents	42
F0836 Verify SSNs or names	42
C0280 Prepare or process retirement waivers	42
A0017 Destroy classified materials or documents	42
C0289 Process appellate review leave paperwork or updates, such as AF Forms 100 (Request and Authorization for Separation) or DD Forms 214 (Certificate of Release or Discharge from Active Duty), upon completion of appellate review leave	42
F0697 Counsel personnel concerning applications for Palace Chase separation	42

TABLE A10  
SEPARATIONS JOB  
(STG990)

TASKS		PERCENT MEMBERS PERFORMING (N=54)
C0139	Complete DD Forms 214WS (Worksheet for Certificate of Release or Discharge from Active Duty)	100
C0138	Complete DD Forms 214 (Certificate of Release or Discharge from Active Duty)	100
C0290	Process applications for hardship discharge	98
C0282	Prepare or process separation orders	96
C0283	Prepare or process separation relocation folders	96
C0146	Conduct discharge or release from active duty counselings or briefings	96
C0257	Prepare or process applications for discharge for miscellaneous reasons	96
C0256	Prepare or process applications for discharge due to pregnancy	94
C0291	Process applications for Palace Chase separation	94
C0199	Evaluate or review applications for Palace Chase separation	93
C0292	Process applications for Palace Front separation	93
C0148	Conduct retirement counselings or briefings, other than disability retirement briefings	91
C0147	Conduct outprocessing briefings	89
C0320	Update projected departure dates for separatees or retirees	89
C0203	Evaluate or review applications for retirement	89
C0266	Prepare or process applications for retirement	87
C0200	Evaluate or review applications for Palace Front separation	87
C0155	Coordinate separations with appropriate agencies	87
A0004	Clear overdue data on transaction registers (TRs)	87
C0150	Conduct separation processing for personnel returning from overseas	87
C0190	Evaluate or review applications for discharge for miscellaneous reasons	85
A0039	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	83
C0189	Evaluate or review applications for discharge due to pregnancy	83
C0163	Counsel personnel concerning retirement eligibility, application, or processing requirements, other than under 7-day option policy	83
C0193	Evaluate or review applications for hardship discharge	83
C0154	Coordinate retirement or separation briefing schedules with appropriate agencies	83
C0231	Maintain separation relocation folders	81

TABLE A11  
SEPARATIONS NCOIC JOB  
(STG990)

TASKS		PERCENT MEMBERS PERFORMING (N=16)
C0138	Complete DD Forms 214 (Certificate of Release or Discharge from Active Duty)	100
C0139	Complete DD Forms 214WS (Worksheet for Certificate of Release or Discharge from Active Duty)	100
C0174	Distribute field record groups (FRGps) for separatees or retirees	100
A0034	Initiate electronic mail (e-mail)	100
A0085	Verify completion of relocation processing	100
C0266	Prepare or process applications for retirement	100
C0277	Prepare or process forms for approved retirements	100
A0080	Select and implement personnel transaction identifiers (PTIs)	100
C0177	Distribute retirement documents	100
C0283	Prepare or process separation relocation folders	100
C0282	Prepare or process separation orders	100
A0067	Request inquiries using Personnel Concept III (PC III)	100
C0231	Maintain separation relocation folders	94
C0247	Prepare FRGp packages for mailing or handcarrying	94
C0163	Counsel personnel concerning retirement eligibility, application, or processing requirements, other than under 7-day option policy	94
C0286	Process administrative discharge cases	94
C0141	Complete DD Forms 363AF (Certificate of Retirement)	94
C0148	Conduct retirement counselings or briefings, other than disability retirement briefings	94
C0284	Prepare or process spouse certificates of appreciation	94
C0142	Complete discharge certificates, other than DD Forms 214, 214WS, or 215	94
A0039	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	94
C0203	Evaluate or review applications for retirement	88
C0147	Conduct outprocessing briefings	88
I0967	Coordinate administrative discharges cases with appropriate agencies	88

TABLE A12  
GUARD SEPARATIONS JOB  
(STG530)

TASKS	PERCENT MEMBERS PERFORMING (N=15)
C0266 Prepare or process applications for retirement	100
C0203 Evaluate or review applications for retirement	100
A0067 Request inquiries using Personnel Concept III (PC III)	100
C0173 Distribute completed separation documents	93
C0177 Distribute retirement documents	93
A0034 Initiate electronic mail (e-mail)	93
C0277 Prepare or process forms for approved retirements	87
F0823 Screen UPRGs for reenlistment, retirement, or separation	87
F0728 File documents in UPRGs	87
A0080 Select and implement personnel transaction identifiers (PTIs)	87
K1255 Review AF Forms 2030 (USAF Drug and Alcohol Abuse Certificate)	87
I0964 Assist unit personnel in updating or inquiring information in PC III	87
C0174 Distribute field record groups (FRGps) for separatees or retirees	80
C0282 Prepare or process separation orders	80
J1097 Compute or verify points earned by reservists	80
C0257 Prepare or process applications for discharge for miscellaneous reasons	80
C0147 Conduct outprocessing briefings	80
C0198 Evaluate or review applications for officer separations	80
F0750 Initiate or process DD Forms 93 (Record of Emergency Data)	80
F0709 Counsel personnel concerning serviceman's group life insurance (SGLI) elections	80
F0800 Remove obsolete documents from UPRGs	80
A0004 Clear overdue data on transaction registers (TRs)	80
C0163 Counsel personnel concerning retirement eligibility, application, or processing requirements, other than under 7-day option policy	73

TABLE A13

ASSIGNMENTS CLUSTER  
(STG135)

TASKS	PERCENT MEMBERS PERFORMING (N=134)
A0004 Clear overdue data on transaction registers (TRs)	80
C0261 Prepare or process applications for home-basing or follow-on assignments	79
C0194 Evaluate or review applications for home-basing or follow-on assignments	74
A0034 Initiate electronic mail (e-mail)	72
C0221 Initiate or process assignment reclaims	72
C0158 Counsel personnel concerning assignment policies	71
C0252 Prepare or process applications for changes to projected departure dates	71
C0178 Draft or write assignment messages	67
C0220 Initiate or process AF Forms 965 (Overseas Tour Election Statement)	66
C0253 Prepare or process applications for concurrent travel of dependents	66
C0248 Prepare outbound assignment relocation preparation folders, other than for classified assignments	66
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	66
C0262 Prepare or process applications for humanitarian assignments or deferments	64
A0002 Assign assignment availability codes (AACs)	64
C0218 Initiate or process AF Forms 899 (Request for Authorization for Permanent Change of Station-Military)	63
A0038 Initiate or process AF Forms 907 (Relocation Preparation Checklist)	63
A0005 Clear purge or reject rosters	63
C0195 Evaluate or review applications for humanitarian assignments or deferments	62
C0264 Prepare or process applications for permissive PCS	59
A0067 Request inquiries using Personnel Concept III (PC III)	58
C0201 Evaluate or review applications for permissive PCS	58

TABLE A14  
AFPC ASSIGNMENTS JOB  
(STG603)

TASKS	PERCENT MEMBERS PERFORMING (N=11)
A0034 Initiate electronic mail (e-mail)	100
C0178 Draft or write assignment messages	100
C0319 Update DEROS change requests	100
C0223 Initiate or process DEROS assignment or change actions	100
C0208 Evaluate or review applications for waiver of time-on-station	100
C0207 Evaluate or review applications for waiver of service retainability	100
C0299 Process DEROS adjustments	91
C0260 Prepare or process applications for extension or curtailment of overseas tours	91
C0271 Prepare or process applications for waiver of time-on-station	91
C0225 Interpret assignment instruction codes (AICs)	91
A0002 Assign assignment availability codes (AACs)	91
C0158 Counsel personnel concerning assignment policies	82
C0184 Evaluate or review applications for CONUS assignment exchange program	82
B0093 Determine intercommand reassignment requirements	82
A0018 Determine data compatibility, such as assignment availability dates, reenlistment codes, or weight management codes	82
C0201 Evaluate or review applications for permissive PCS	82
A0071 Research information for replies to congressional, IG, or high-level inquiries	82
A0026 Draft or write replies to congressional, inspector general (IG), or high-level inquiries	82
C0264 Prepare or process applications for permissive PCS	82
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	82
C0169 Delete AACs	82
B0100 Evaluate assignment requests to return personnel to previously awarded AFSC	82



TABLE A15

ASSIGNMENTS JOB  
(STG592)

PERCENT  
MEMBERS  
PERFORMING  
(N=592)

## TASKS

C0220	Initiate or process AF Forms 965 (Overseas Tour Election Statement)	96
C0261	Prepare or process applications for home-basing or follow-on assignments	94
C0248	Prepare outbound assignment relocation preparation folders, other than for classified assignments	93
A0038	Initiate or process AF Forms 907 (Relocation Preparation Checklist)	91
A0004	Clear overdue data on transaction registers (TRs)	91
C0218	Initiate or process AF Forms 899 (Request for Authorization for Permanent Change of Station-Military)	90
A0039	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	89
C0253	Prepare or process applications for concurrent travel of dependents	89
C0262	Prepare or process applications for humanitarian assignments or deferments	87
C0194	Evaluate or review applications for home-basing or follow-on assignments	86
C0252	Prepare or process applications for changes to projected departure dates	84
C0147	Conduct outprocessing briefings	83
C0221	Initiate or process assignment reclaims	81
C0195	Evaluate or review applications for humanitarian assignments or deferments	79
A0005	Clear purge or reject rosters	79
C0158	Counsel personnel concerning assignment policies	76
A0067	Request inquiries using Personnel Concept III (PC III)	76
C0259	Prepare or process applications for EFMP assignments or deferments	76
A0037	Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training	71
C0264	Prepare or process applications for permissive PCS	71
C0160	Counsel personnel concerning medical and educational clearance for dependent overseas travel	70

TABLE A16  
ASSIGNMENTS NCOIC JOB  
(STG570)

TASKS	PERCENT MEMBERS PERFORMING (N=16)
A0034 Initiate electronic mail (e-mail)	100
C0218 Initiate or process AF Forms 899 (Request for Authorization for Permanent Change of Station-Military)	100
A0037 Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training	100
C0245 Prepare AF Forms 63 (Officer Active Duty Service Commitment (ADSC) Counseling Statement)	100
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	100
C0279 Prepare or process PCS or TDY declination statements	100
C0225 Interpret assignment instruction codes (AICs)	94
C0195 Evaluate or review applications for humanitarian assignments or deferments	94
A0038 Initiate or process AF Forms 907 (Relocation Preparation Checklist)	94
C0221 Initiate or process assignment reclaims	94
C0194 Evaluate or review applications for home-basing or follow-on assignments	94
C0262 Prepare or process applications for humanitarian assignments or deferments	94
C0261 Prepare or process applications for home-basing or follow-on assignments	94
A0002 Assign assignment availability codes (AACs)	94
C0220 Initiate or process AF Forms 965 (Overseas Tour Election Statement)	94
C0169 Delete AACs	94
A0085 Verify completion of relocation processing	88
A0067 Request inquiries using Personnel Concept III (PC III)	88
C0166 Counsel personnel projected for reassignment concerning ADSCs	88
C0178 Draft or write assignment messages	88
C0248 Prepare outbound assignment relocation preparation folders, other than for classified assignments	88

TABLE A17  
FORMAL TRAINING JOB  
(STG628)

TASKS	PERCENT MEMBERS PERFORMING (N=11)
A0037 Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training	100
C0245 Prepare AF Forms 63 (Officer Active Duty Service Commitment (ADSC) Counseling Statement)	91
A0033 Initiate DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel)	91
A0035 Initiate requests for temporary duty (TDY) orders	91
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	91
A0067 Request inquiries using Personnel Concept III (PC III)	82
C0131 Allocate formal training school quotas	82
A0034 Initiate electronic mail (e-mail)	82
A0004 Clear overdue data on transaction registers (TRs)	82
A0038 Initiate or process AF Forms 907 (Relocation Preparation Checklist)	64
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	64
C0279 Prepare or process PCS or TDY declination statements	64
A0058 Perform TDY relocation actions, such as relocation preparation checklists	55
C0313 Review selections for NCOA or ALS	45
C0167 Counsel personnel selected for school attendance	45
C0302 Process quotas for NCOA or ALS	36
I0979 Generate computer products, such as PC III, Access, or Excel	36
I0964 Assist unit personnel in updating or inquiring information in PC III	36
B0095 Determine TDY, permanent change of station (PCS), or personnel readiness manning assistance requirements	36
C0273 Prepare or process applications for withdrawal of PCS or TDY declination statements	36
A0019 Dispose of personnel data system (PDS) products	36
C0134 Assign special order numbers	27

TABLE A18

PME MONITOR JOB  
(STG696)

TASKS	PERCENT MEMBERS PERFORMING (N=13)
A0034 Initiate electronic mail (e-mail)	100
A0037 Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training	100
C0167 Counsel personnel selected for school attendance	100
C0313 Review selections for NCOA or ALS	100
C0314 Review selections for officer PME	100
A0033 Initiate DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel)	92
C0245 Prepare AF Forms 63 (Officer Active Duty Service Commitment (ADSC) Counseling Statement)	92
C0302 Process quotas for NCOA or ALS	92
A0067 Request inquiries using Personnel Concept III (PC III)	92
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	92
A0004 Clear overdue data on transaction registers (TRs)	92
A0058 Perform TDY relocation actions, such as relocation preparation checklists	92
C0303 Process quotas for officer PME	85
C0279 Prepare or process PCS or TDY declination statements	85
C0226 Issue quotas for NCO Academy (NCOA) or Airman Leadership School (ALS)	77
A0035 Initiate requests for temporary duty (TDY) orders	77
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	77
A0019 Dispose of personnel data system (PDS) products	77
C0235 Monitor quotas for officer PME	69
A0080 Select and implement personnel transaction identifiers (PTIs)	69
C0176 Distribute PME eligibility rosters	69
A0005 Clear purge or reject rosters	69
C0131 Allocate formal training school quotas	62
A0010 Construct immediate inquiries	62
C0134 Assign special order numbers	62
C0179 Draft or write PME selection notification letters	62

TABLE A19  
EVALUATIONS JOB  
(STG474)

TASKS	PERCENT MEMBERS PERFORMING (N=62)
E0624 Review completed OPRs, EPRs, or LOEs	90
E0620 Return completed OPRs, EPRs, LOEs, or training reports for corrective actions	90
E0598 Process referral OPRs, EPRs, LOEs, or training reports	89
E0528 Initiate follow-up actions on status of late OPRs, EPRs, or LOEs	87
E0647 Update changes in OPR or EPR closeout dates	87
A0004 Clear overdue data on transaction registers (TRs)	85
E0542 Maintain incoming and outgoing OPR, EPR, or training report suspenses	84
E0491 Distribute completed OPRs, EPRs, or training reports	82
E0527 Initiate correspondence on OPRs, EPRs, LOEs, or training reports, such as requests for reaccomplished reports	82
E0591 Process notices for OPRs, EPRs, LOEs, or training reports	77
A0067 Request inquiries using Personnel Concept III (PC III)	77
E0632 Review rosters to determine due dates for OPRs, EPRs, LOEs, or training reports	76
A0034 Initiate electronic mail (e-mail)	74
E0614 Provide technical assistance concerning preparation of OPRs, EPRs, or training reports	71
E0480 Counsel personnel concerning procedures for responding to referral OPRs or EPRs	60
E0511 Evaluate or review applications for review or appeal of OPRs, EPRs, letters of evaluation (LOEs), or training reports	60
E0532 Initiate OPR or EPR report trends or unit statistics	56
E0599 Process reserve OPRs or EPRs, other than general officer reports, in coordination with BIMAA	56
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	55

TABLE A20

AWARDS & DECORATIONS JOB  
(STG718)

TASKS		PERCENT MEMBERS PERFORMING (N=15)
E0587	Process incoming decorations	100
E0574	Prepare or process special orders designating approved awards or decorations	93
E0621	Return recommendations for decorations to unit awards monitors for corrections	93
E0471	Correct awards elements	87
A0034	Initiate electronic mail (e-mail)	87
E0573	Prepare or process certificates for awards or decorations	80
A0067	Request inquiries using Personnel Concept III (PC III)	80
E0557	Notify unit awards monitors of approved awards or decorations	80
E0472	Correct errors in awards or decorations records	80
E0498	Distribute special orders or citations for awards or decorations	73
E0470	Coordinate tracking of decoration status requests with other bases	73
E0492	Distribute decorations elements to personnel separating or retiring	73
E0631	Review recommendations for decoration printouts	73
E0646	Update awards or decorations data	67
E0572	Prepare or process approval or disapproval letters for awards or decorations	67
E0521	Follow up late suspenses on awards or decorations	67
E0455	Assemble awards elements for distribution	60
E0540	Maintain awards or decorations statistical data	60
E0617	Request DECOR6 products for non-PC III units	60
C0134	Assign special order numbers	53
A0039	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	53
A0004	Clear overdue data on transaction registers (TRs)	53
E0549	Monitor decorations dropped from files	53
E0541	Maintain awards or decorations suspense files	47
E0649	Update outstanding unit awards data in member records	47

TABLE A21

PROMOTIONS NCOIC JOB  
(STG630)

TASKS	PERCENT MEMBERS PERFORMING (N=37)
E0597 Process promotion orders	97
E0505 Distribute WAPS score notices	97
E0613 Project E-4 BTZ promotions	97
E0580 Process airmen promotion nonrecommendations or withholding actions	97
E0586 Process E-2 through E-4 promotion select and nonselect lists	95
E0589 Process monthly promotion increment listings	95
E0504 Distribute WAPS promotion rosters	92
E0578 Process airmen ineligible for promotion rosters	92
E0560 Perform data verification after WAPS selection	89
E0659 Verify airmen promotion selection data	89
A0067 Request inquiries using Personnel Concept III (PC III)	89
E0625 Review E-4 quarterly BTZ promotion board results	89
E0551 Monitor promotion eligibility status (PES) codes	86
E0457 Assemble E-4 below-the-zone (BTZ) promotion folders	86
E0503 Distribute WAPS data verification records	84
E0463 Conduct E-4 quarterly BTZ promotion boards	84
E0658 Verify airmen promotion nonrecommendations or withholding actions	84
A0065 Publish promotion orders	84
E0486 Determine airmen promotion eligibility dates	84
E0663 Verify eligibility for E-4 quarterly BTZ promotion board consideration	84
E0577 Process airmen demotions, other than by courts martial	84
A0034 Initiate electronic mail (e-mail)	81
E0507 Evaluate or review airmen promotion nonrecommendations or withholding actions	81
E0579 Process airmen nonweighable for promotion actions	81
A0004 Clear overdue data on transaction registers (TRs)	81
E0581 Process appeals or waiver denials, such as promotion, reenlistment, or performance reports	81
E0650 Update PES codes	73

TABLE A22  
EVALUATIONS NCOIC JOB  
(STG639)

TASKS		PERCENT MEMBERS PERFORMING (N=28)
E0620	Return completed OPRs, EPRs, LOEs, or training reports for corrective actions	100
E0491	Distribute completed OPRs, EPRs, or training reports	100
E0486	Determine airmen promotion eligibility dates	100
E0624	Review completed OPRs, EPRs, or LOEs	96
E0647	Update changes in OPR or EPR closeout dates	96
E0614	Provide technical assistance concerning preparation of OPRs, EPRs, or training reports	93
E0528	Initiate follow-up actions on status of late OPRs, EPRs, or LOEs	93
E0632	Review rosters to determine due dates for OPRs, EPRs, LOEs, or training reports	93
E0591	Process notices for OPRs, EPRs, LOEs, or training reports	93
A0067	Request inquiries using Personnel Concept III (PC III)	93
E0536	Initiate or process enlistment or reenlistment documents	93
E0494	Distribute officer or airman eligible for promotion rosters	93
E0479	Counsel personnel concerning procedures for appealing OPRs, EPRs, or training reports	93
E0478	Counsel personnel concerning extensions of enlistment	89
A0004	Clear overdue data on transaction registers (TRs)	89
E0480	Counsel personnel concerning procedures for responding to referral OPRs or EPRs	89
E0532	Initiate OPR or EPR report trends or unit statistics	86
E0598	Process referral OPRs, EPRs, LOEs, or training reports	86
E0608	Process updates for promotions or demotions for reservists, including active guard reserve (AGR) members	82
E0542	Maintain incoming and outgoing OPR, EPR, or training report suspenses	82
A0034	Initiate electronic mail (e-mail)	82



TABLE A23

REENLISTMENT JOB  
(STG518)

TASKS	PERCENT MEMBERS PERFORMING (N=21)
E0478 Counsel personnel concerning extensions of enlistment	100
E0476 Counsel personnel concerning career job reservations (CJR)	100
E0553 Monitor timeliness of selective reenlistment program (SRP) selections or nonselections	100
E0544 Maintain SRB AFSC skills lists	100
E0536 Initiate or process enlistment or reenlistment documents	90
E0482 Counsel personnel concerning SRB or regular entitlements	90
E0535 Initiate or process AF Forms 545 (Request for Career Job Reservation/Selective Reenlistment Bonus Authority)	90
E0469 Coordinate reenlistments or cancellations of enlistments with appropriate agencies	90
E0477 Counsel personnel concerning constructive or voided enlistment or extension contracts	90
E0555 Monitor or update reenlistment eligibility codes	86
E0611 Process or update AF Forms 418 (Selective Reenlistment Program Consideration)	86
E0484 Counsel personnel concerning waiting list procedures for CJRs	86
E0639 Schedule personnel for enlistment or reenlistment processing	81
A0034 Initiate electronic mail (e-mail)	81
C0287 Process AF Forms 418 (Selective Reenlistment Program Consideration)	81
E0473 Counsel ineligible airmen concerning procedures for waiver of reenlistment	81
E0467 Coordinate AF Forms 901 (Reenlistment Eligibility Annex to DD Form 4) with unit commanders	76
A0004 Clear overdue data on transaction registers (TRs)	76
E0661 Verify CJR cancellations	76
A0067 Request inquiries using Personnel Concept III (PC III)	71

TABLE A24  
CUSTOMER SERVICE JOB  
(STG425)

TASKS	PERCENT MEMBERS PERFORMING (N=199)
F0831 Verify applications for ID cards	96
F0712 Destroy ID cards	96
F0757 Issue ID cards	95
F0750 Initiate or process DD Forms 93 (Record of Emergency Data)	93
F0830 Update or record local address or home telephone information changes	91
F0836 Verify SSNs or names	91
F0827 Update dependent information in PDS or DEERS	90
F0828 Update personnel data changes or corrections to SSN, name, or date of birth	89
F0728 File documents in UPRGs	88
F0749 Initiate or process applications for ID cards	88
F0800 Remove obsolete documents from UPRGs	86
A0006 Collect identification (ID) cards	85
A0067 Request inquiries using Personnel Concept III (PC III)	84
F0710 Counsel sponsors concerning requirements for turning in dependent ID cards	83
F0709 Counsel personnel concerning serviceman's group life insurance (SGLI) elections	82
F0791 Produce computer-generated ID cards using defense eligibility and enrollment reporting system (DEERS) or related equipment	80
F0729 File personnel record folders	80
F0702 Counsel personnel concerning eligibility for ID cards	77
F0716 Direct customer telephone inquiries to other MPF workcenters	76
F0810 Review applications for SGLI	75
F0685 Confiscate ID cards	75
F0824 Sign out UPRGs or UPRG components	73
F0792 Provide customers with names or telephone numbers of action agencies outside MPFs	71
F0826 Update DD Forms 93 (Record of Emergency Data) using PC III	68

TABLE A25  
CASUALTY SERVICES JOB  
(STG477)

TASKS	PERCENT MEMBERS PERFORMING (N=11)
F0748 Initiate or process AF Forms 1312 (Report of Retired Casualty)	100
F0779 Perform follow-up on survivor benefit applications	100
F0741 Initiate notifications to next of kin of deceased active duty members	100
F0734 Initiate casualty messages	100
F0740 Initiate letters to secondary next of kin pertaining to survivor benefits	100
F0812 Review casualty condolence letters	100
F0760 Maintain casualty assistance case files	91
F0681 Complete applications for survivor benefits	91
F0777 Perform follow-up contact with casualty next of kin	91
F0746 Initiate or process AF Forms 58 (Casualty Assistance Summary (Transmittal))	91
F0774 Open or close casualty assistance cases	91
F0813 Review casualty reports	91
F0797 Provide technical guidance to bases or dependents on casualty matters	91
F0781 Perform initial casualty assistance visits to next of kin	91
F0811 Review casualty circumstances letters	91
F0686 Contact casualty primary next of kin	91
F0676 Brief casualty notification teams	91
F0735 Initiate casualty reports, other than supplemental casualty reports or during personnel support for contingency operations (PERSCO)	91
F0809 Review AF Forms 1312 (Report of Retired Casualty)	82
F0758 Maintain active duty and retiree death files	82
F0691 Counsel next of kin concerning survivor benefits	82
F0776 Perform casualty standby	82
F0762 Maintain incomplete casualty assistance case or report suspenses	82
F0678 Collect death information	82

TABLE A26

EMPLOYMENT JOB  
(STG673)

TASKS	PERCENT MEMBERS PERFORMING (N=54)
D0393 Monitor AF Forms 2096 (Classification/On-the-Job Training Action)	96
D0396 Monitor awards of control AFSC (CAFSC) SEIs	96
A0004 Clear overdue data on transaction registers (TRs)	94
D0399 Monitor mismatches between CAFSCs and DAFSCs	94
D0376 Follow up officer upgrade suspense actions for award of fully-qualified AFSCs	91
D0374 Evaluate or review SEI, prefix, or reporting identifier, or special duty identifier (SDI) requirements	91
D0397 Monitor classification actions submitted via PC III	89
D0419 Process newly assigned Air Force accessions	89
D0361 Establish officer upgrade suspense actions for award of fully-qualified AFSCs	89
A0005 Clear purge or reject rosters	89
D0371 Evaluate or review classification actions submitted via PC III	87
D0403 Monitor pseudo 8 (manning control file bypass) positions	87
D0348 Counsel personnel concerning AFSC awards, conversions, or skill levels	87
D0416 Process AFSC withdrawal actions	87
D0395 Monitor applications for change of officer duty AFSCs (DAFSCs)	85
D0349 Counsel personnel concerning retraining options or eligibility	83
D0394 Monitor AFSC or SEI conversion action results	83
D0332 Award officer AFSCs	81
D0387 Initiate or process initial duty assignments (IDAs)	81
D0401 Monitor personnel reporting dates, such as for overdue personnel	81
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	81

TABLE A27

MANAGERS/SUPERVISORS JOB  
(STG607)PERCENT  
MEMBERS  
PERFORMING  
(N=20)

## TASKS

L1301	Establish suspense systems	100
L1313	Interpret policies, directives, or procedures for subordinates	95
L1299	Establish performance standards for subordinates	95
L1328	Write or indorse military performance reports	95
L1292	Develop or establish work methods, procedures, or controls	95
A0034	Initiate electronic mail (e-mail)	90
L1287	Determine or establish work assignments or priorities	90
L1306	Evaluate personnel for promotion, demotion, reclassification, or special awards	90
L1305	Evaluate personnel for compliance with performance standards	90
L1285	Counsel subordinates concerning personal matters	90
L1324	Write recommendations for awards or decorations	90
L1293	Develop or establish work schedules, other than for PERSCO operations	90
L1286	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	90
M1345	Evaluate progress of trainees	85
L1283	Conduct supervisory performance feedback sessions	85
L1284	Conduct supervisory orientations for newly assigned personnel	85
L1323	Write job or position descriptions	85
L1312	Inspect personnel for compliance with military standards	80
M1333	Conduct on-the-job training (OJT)	70
L1279	Conduct or prepare for general meetings, such as staff meetings, briefings, conferences, or workshops	70
A0007	Compile statistics for trend analyses	70
M1334	Counsel trainees on training progress	70
M1329	Brief personnel concerning training programs or matters	70

TABLE A28

PERSCO JOB  
(STG625)

TASKS		PERCENT MEMBERS PERFORMING (N=13)
A0034	Initiate electronic mail (e-mail)	100
H0950	Prepare casualty reports during PERSCO	100
H0936	Establish casualty programs for PERSCO	100
H0954	Prepare PERSCO duty status change reports	100
H0933	Determine PERSCO inprocessing or outprocessing procedures for personnel	100
H0946	Perform PERSCO after-action report requirements	100
H0951	Prepare PERSCO commander's situation reports	100
H0955	Prepare PERSCO PALACE BLITZ reports	100
H0952	Prepare PERSCO departure reports	100
H0957	Prepare shift schedules for PERSCO	100
H0956	Prepare PERSCO team status reports	100
H0953	Prepare PERSCO discrepancy reports	100
H0941	Identify and review PERSCO supply kit contents	100
H0938	Establish or maintain administrative files in support of PERSCO	100
H0940	Identify PERSCO teams by composition	100
H0958	Process requests for replacement actions or shortfalls	100
H0947	Perform basic first-aid procedures	100
L1328	Write or indorse military performance reports	92
L1324	Write recommendations for awards or decorations	92
L1283	Conduct supervisory performance feedback sessions	92
H0932	Coordinate PERSCO team member training with appropriate agencies or personnel	92
H0935	Establish accountability procedures for personnel arriving on site prior to arrival of PERSCO teams	92
H0937	Establish duty status programs for PERSCO	92
H0942	Interpret deployment requirements manning documents (DRMDs) or employment requirements manning documents (ERMDs)	92
H0959	Set up PERSCO operations centers	92
H0949	Perform redeployment procedures	92
H0930	Brief deployed commanders or key staff members on PERSCO responsibilities, capabilities, or support	92

TABLE A29

READINESS JOB  
(STG717)

TASKS	PERCENT MEMBERS PERFORMING (N=76)
G0902 Prepare contingency exercise deployment (CED) orders for deployments or exercise operations	96
G0900 Perform MANPER-B system backup procedures	96
G0870 Initiate or process contingency, exercise, or rotation TDY reports or messages, such as itinerary or departure messages	95
G0905 Process incoming automatic digital network (AUTODIN) levy packages using STU III (Red Mini)	95
G0908 Process outgoing AUTODIN levy packages using STU III (Red Mini)	95
G0903 Prepare ID tags	95
G0892 Maintain or update MANPER-B data bases or systems, such as performing systems backup or system restore procedures	95
G0879 Load personnel data base refreshments or replacements	95
G0876 Issue ID tags	93
G0888 Maintain MANPER-B inventories	93
G0922 Run, develop, edit, or print MANPER-B standard or locally defined reports	92
G0917 Retrieve system updates, such as routing indicator table or personnel accounting symbol (PAS) code directory, from STU III (Red Mini)	92
G0910 Process PDS transactions	91
G0889 Maintain master files of TDY orders	91
G0877 Load manpower and personnel-base level (MANPER-B) releases or manpower force (MANFOR) releases	91
A0034 Initiate electronic mail (e-mail)	87
G0927 Verify eligibility of tasked personnel for deployments	87
G0880 Load routing indicator data bases	87
G0918 Review availability status of personnel for deployments	87
G0846 Coordinate personnel actions with PERSCO units	86
G0878 Load manpower data bases for mobility or plan taskings	86

TABLE A30

## ROTC DETACHMENT JOB

TASKS		PERCENT MEMBERS PERFORMING (N=16)
K1215	Initiate AFROTC general military course (GMC) folders	100
K1217	Initiate or process AF Forms 1056 (Air Force Reserve Officer Training Corps Contract)	100
K1242	Maintain AFROTC GMC folders	100
K1257	Review AFROTC Forms 35 (Certification of Involvement)	100
K1219	Initiate or process AFROTC field training records	100
K1267	Update AFROTC physical fitness management (PFM) data bases	100
K1236	Maintain AFROTC Forms 35 (Certification of Involvements)	100
K1222	Initiate or process AFROTC Forms 22 (Cadet Personnel Action Request)	100
K1226	Initiate or process AFROTC Forms 63 (AFROTC Membership Actions Checklist)	100
K1224	Initiate or process AFROTC Forms 40 (AFROTC Student Training Record)	100
K1237	Maintain AFROTC Forms 40 (AFROTC Student Training Record)	100
K1253	Request or review academic transcripts	100
K1238	Maintain AFROTC Forms 48 (Academic Plan)	100
K1235	Maintain AF Forms 2030 (USAF Drug and Alcohol Abuse Certificate)	100
K1211	Compute grade point averages (GPAs)	100
K1233	Initiate or process statements of understanding	100
K1234	Maintain AF Forms 883 (Privacy Act Statement - US Air Force Application Record)	100
K1241	Maintain AFROTC Forms 708 (Field Training Student Performance Report)	100
K1264	Update AFROTC cadet action personnel system (CAPS)	94
K1268	Update AFROTC scholarship tuition data bases	94
K1265	Update AFROTC cadet corps data bases	94
K1225	Initiate or process AFROTC Forms 53 (Academic Information)	94
K1271	Validate AFROTC CAPS	94



APPENDIX B

TABLES 5-44

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TABLE 5

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS

DUTIES	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	ASSIGNMENTS CLUSTER (STG135)	FORMAL TRAINING JOB (STG628)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	12	19	22	51
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	*	2	2
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	4	56	56	31
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	5	1	7	3
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	13	2	*	1
F PERFORMING CUSTOMER SERVICE ACTIVITIES	8	9	5	2
G PERFORMING PERSONNEL READINESS ACTIVITIES	1	1	1	1
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*	1	1	0
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	47	2	2	6
J PERFORMING RESERVE PERSONNEL ACTIVITIES	2	4	*	0
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*	1	*	1
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5	2	2	1
M PERFORMING TRAINING ACTIVITIES	1	1	1	*
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	*	0

\* Indicates less than 1 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS

DUTIES	PME MONITOR JOB (STG696)	EVALUATIONS JOB (STG474)	AWARDS & DECORATIONS JOB (STG718)	PROMOTIONS NCOIC JOB (STG630)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	41	23	21	18
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	2	2	2	1
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	38	1	3	1
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	9	1	2	1
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	2	54	63	63
F PERFORMING CUSTOMER SERVICE ACTIVITIES	3	4	2	2
G PERFORMING PERSONNEL READINESS ACTIVITIES	1	1	*	1
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*	*	*	1
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	1	10	5	6
J PERFORMING RESERVE PERSONNEL ACTIVITIES	*	1	*	*
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	0	0	0	*
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1	1	1	3
M PERFORMING TRAINING ACTIVITIES	1	1	*	2
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	*	*

\* Indicates less than 1 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS

DUTIES	EVALUATIONS		REENLISTMENT		CUSTOMER		CASUALTY	
	NCOIC JOB (STG639)		JOB (STG518)		SERVICE JOB (STG425)		SERVICES JOB (STG477)	
A PERFORMING GENERAL PERSONNEL ACTIVITIES	11		21		13		8	
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1		*		*		*	
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	2		5		3		6	
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	2		*		2		3	
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	48		57		4		*	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	6		4		60		73	
G PERFORMING PERSONNEL READINESS ACTIVITIES	1		2		2		*	
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	1		2		1		0	
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	8		4		5		1	
J PERFORMING RESERVE PERSONNEL ACTIVITIES	8		*		4		1	
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	2		0		*		0	
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7		3		3		5	
M PERFORMING TRAINING ACTIVITIES	2		1		2		2	
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*		*		*		0	

\* Indicates less than 1 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS

DUTIES	EMPLOYMENT		MANAGERS/ SUPERVISORS		PERSCO		READINESS		ROTC	
	JOB	(STG673)	JOB	(STG607)	JOB	(STG625)	JOB	(STG717)	JOB	(STG1138)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	16		17		17		16		7	
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1		2		*		1		*	
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	4		3		6		4		1	
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	61		2		1		3		1	
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	1		5		5		*		5	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	3		4		5		1		2	
G PERFORMING PERSONNEL READINESS ACTIVITIES	1		1		8		55		*	
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	1		2		26		10		0	
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	4		2		2		1		5	
J PERFORMING RESERVE PERSONNEL ACTIVITIES	2		1		*		1		3	
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*		*		*		*		69	
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	4		46		22		4		4	
M PERFORMING TRAINING ACTIVITIES	1		10		6		2		1	
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*		4		1		1		1	

\* Indicates less than 1 percent

TABLE 6

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AD)

DUTIES	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	ASSIGNMENTS CLUSTER (STG135)	FORMAL TRAINING JOB (STG628)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	12	19	22	52
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	*	*	2	2
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	4	65	56	33
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	5	*	7	5
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	13	*	*	*
F PERFORMING CUSTOMER SERVICE ACTIVITIES	7	7	5	2
G PERFORMING PERSONNEL READINESS ACTIVITIES	1	1	1	1
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*	2	1	0
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	50	1	1	4
J PERFORMING RESERVE PERSONNEL ACTIVITIES	1	1	*	*
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*	*	*	0
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	4	2	3	0
M PERFORMING TRAINING ACTIVITIES	2	1	1	0
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	*	0

\* Indicates less than 1 percent

TABLE 6 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AD)

DUTIES	PME		EVALUATIONS		AWARDS & DECORATIONS		PROMOTIONS	
	MONITOR	JOB	MONITOR	JOB	MONITOR	JOB	MONITOR	JOB
	(STG696)	(STG696)	(STG474)	(STG474)	(STG718)	(STG718)	(STG630)	(STG630)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	41		23		23		18	
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	2		2		2		1	
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	38		*		3		1	
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	9		1		2		1	
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	1		54		63		63	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	3		4		2		2	
G PERFORMING PERSONNEL READINESS ACTIVITIES	1		*		*		1	
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*		*		*		1	
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	1		10		4		6	
J PERFORMING RESERVE PERSONNEL ACTIVITIES	*		1		*		*	
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	0		0		0		*	
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1		2		0		4	
M PERFORMING TRAINING ACTIVITIES	2		2		*		1	
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*		*		*		*	

\* Indicates less than 1 percent



TABLE 6 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AD)

DUTIES	EVALUATIONS		REENLISTMENT		CUSTOMER		CASUALTY	
	NCOIC JOB (STG639)		JOB (STG518)		SERVICE JOB (STG425)		SERVICES JOB (STG477)	
A PERFORMING GENERAL PERSONNEL ACTIVITIES	11		21		14		8	
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	*		*		*		*	
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	1		5		2		6	
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	*		*		2		3	
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	66		57		1		*	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	5		4		69		73	
G PERFORMING PERSONNEL READINESS ACTIVITIES	0		2		1		*	
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	0		2		1		*	
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	4		4		4		1	
J PERFORMING RESERVE PERSONNEL ACTIVITIES	1		*		1		1	
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*		0		*		*	
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	9		3		3		5	
M PERFORMING TRAINING ACTIVITIES	1		1		1		2	
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1		*		*		*	

\* Indicates less than 1 percent

TABLE 6 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AD)

DUTIES	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)	ROTC DETACHMENT JOB (STG1138)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	16	18	18	18	7
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	2	*	1	*
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	4	3	7	4	2
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	64	2	1	2	1
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	*	5	5	*	5
F PERFORMING CUSTOMER SERVICE ACTIVITIES	2	4	4	1	2
G PERFORMING PERSONNEL READINESS ACTIVITIES	1	1	7	58	*
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	1	2	27	7	0
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	3	2	1	1	5
J PERFORMING RESERVE PERSONNEL ACTIVITIES	*	1	*	*	3
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	0	*	*	*	69
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	4	45	22	5	4
M PERFORMING TRAINING ACTIVITIES	2	11	6	1	1
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	3	1	1	*

\* Indicates less than 1 percent

TABLE 7

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (ANG)

DUTIES	CSS		SEPARATIONS		EVALUATIONS		AWARDS & DECORATIONS	
	CLUSTER (STG164)	CLUSTER (STG336)	CLUSTER (STG474)	JOB (STG718)	CLUSTER (STG164)	CLUSTER (STG336)	JOB (STG474)	JOB (STG718)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	18	15	23	6				
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	1	0	0				
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	7	36	11	0				
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	2	2	1	0				
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	13	7	26	57				
F PERFORMING CUSTOMER SERVICE ACTIVITIES	11	13	10	3				
G PERFORMING PERSONNEL READINESS ACTIVITIES	3	2	6	0				
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	1	1	18	0				
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	24	5	2	22				
J PERFORMING RESERVE PERSONNEL ACTIVITIES	8	8	1	3				
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	2	4	0	0				
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7	3	2	9				
M PERFORMING TRAINING ACTIVITIES	2	2	0	0				
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	0	0				

\* Indicates less than 1 percent

TABLE 7 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (ANG)

DUTIES	EVALUATIONS		CUSTOMER		READINESS	
	NCOIC JOB (STG639)		SERVICE JOB (STG425)		JOB (STG717)	
A PERFORMING GENERAL PERSONNEL ACTIVITIES	12		12		12	
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1		*		1	
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	3		4		6	
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	*		*		4	
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	48		10		1	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	10		48		3	
G PERFORMING PERSONNEL READINESS ACTIVITIES	*		3		48	
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	1		2		16	
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	10		8		3	
J PERFORMING RESERVE PERSONNEL ACTIVITIES	6		6		1	
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	1		1		*	
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6		3		2	
M PERFORMING TRAINING ACTIVITIES	1		2		1	
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*		*		1	

\* Indicates less than 1 percent

TABLE 8

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AFRC)

DUTIES	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	FORMAL TRAINING JOB (STG628)	EVALUATIONS JOB (STG474)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	17	21	41	21
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	1	0	1
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	4	37	9	0
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	3	1	0	0
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	11	1	5	53
F PERFORMING CUSTOMER SERVICE ACTIVITIES	7	8	9	6
G PERFORMING PERSONNEL READINESS ACTIVITIES	1	1	0	0
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*	3	0	0
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	28	6	27	18
J PERFORMING RESERVE PERSONNEL ACTIVITIES	15	11	5	1
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*	1	0	0
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7	6	0	0
M PERFORMING TRAINING ACTIVITIES	4	2	4	0
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	*	0	0

\* Indicates less than 1 percent

TABLE 8 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AFRC)

DUTIES	AWARDS & DECORATIONS		EVALUATIONS		CUSTOMER SERVICE	
	JOB (STG718)	JOB (STG639)	JOB (STG718)	JOB (STG639)	JOB (STG425)	JOB (STG425)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	13	11	13	11	14	14
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	1	1	1	*	*
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	1	2	1	2	3	3
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	0	1	0	1	1	1
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	61	47	61	47	4	4
F PERFORMING CUSTOMER SERVICE ACTIVITIES	7	6	7	6	53	53
G PERFORMING PERSONNEL READINESS ACTIVITIES	1	1	1	1	2	2
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	0	2	0	2	1	1
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	9	9	9	9	6	6
J PERFORMING RESERVE PERSONNEL ACTIVITIES	0	9	0	9	9	9
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	0	*	0	*	*	*
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7	8	7	8	4	4
M PERFORMING TRAINING ACTIVITIES	0	2	0	2	2	2
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	0	*	0	*	*	*

\* Indicates less than 1 percent

TABLE 8 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY CAREER LADDER JOBS (AFRC)

DUTIES	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	19	10	2	15
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	2	2	0	1
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	3	0	0	3
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	38	2	9	3
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	*	0	3	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	5	2	9	1
G PERFORMING PERSONNEL READINESS ACTIVITIES	2	3	16	51
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*	2	16	15
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	9	2	2	2
J PERFORMING RESERVE PERSONNEL ACTIVITIES	12	5	4	2
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	1	0	0	*
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6	56	28	3
M PERFORMING TRAINING ACTIVITIES	2	1	11	2
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	15	0	1

\* Indicates less than 1 percent

TABLE 9

## SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (PERCENT)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	ASSIGNMENTS CLUSTER (STG135)	FORMAL TRAINING JOB (STG628)
TOTAL NUMBER IN GROUP	619	98	134	11
<u>DAFSC DISTRIBUTION</u>				
3E131	13	28	28	45
3E151	69	34	39	55
3E171	18	38	33	0
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	18	25	26	45
E-4	24	19	20	36
E-5	34	17	25	19
E-6	17	22	19	0
E-7	7	15	10	0
E-8	0	2	0	0
AVERAGE NUMBER OF TASKS PERFORMED	126	99	82	25



TABLE 9 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (PERCENT)

	PME MONITOR JOB (STG696)	EVALUATIONS JOB (STG474)	AWARDS & DECORATIONS JOB (STG718)	PROMOTIONS NCOIC JOB (STG630)
TOTAL NUMBER IN GROUP	13	62	15	37
<u>DAFSC DISTRIBUTION</u>				
3E131	15	29	33	16
3E151	62	52	40	65
3E171	23	19	27	19
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	16	37	47	11
E-4	22	19	20	32
E-5	31	24	7	30
E-6	31	15	26	27
E-7	0	5	0	0
E-8	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	55	50	37	100

TABLE 9 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (PERCENT)

	EVALUATIONS		REENLISTMENT		CUSTOMER		CASUALTY	
	NCOIC	JOB	JOBS	JOBS	SERVICE	JOBS	SERVICES	JOBS
	(STG639)	(STG518)	(STG425)	(STG477)				
TOTAL NUMBER IN GROUP	28	21	199	11				
<u>DAFSC DISTRIBUTION</u>								
3E131	0	38	27	9				
3E151	36	48	44	55				
3E171	64	14	29	36				
<u>PAYGRADE DISTRIBUTION</u>								
E1-E3	0	29	28	9				
E-4	0	38	21	27				
E-5	18	10	25	9				
E-6	32	18	13	37				
E-7	50	5	12	18				
E-8	0	0	1	0				
AVERAGE NUMBER OF TASKS PERFORMED	168	65	91	86				

TABLE 9 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (PERCENT)

	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)	ROTC DETACHMENT JOB (STG1138)
TOTAL NUMBER IN GROUP	54	20	13	76	16
<u>DAFSC DISTRIBUTION</u>					
3E131	24	0	0	3	0
3E151	44	5	0	67	31
3E171	32	95	100	30	69
<u>PAYGRADE DISTRIBUTION</u>					
E1-E3	24	0	0	5	0
E-4	20	0	0	21	0
E-5	19	5	0	33	19
E-6	24	25	0	30	56
E-7	9	65	100	11	25
E-8	4	5	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	113	72	115	122	100

TABLE 10

## SELECTED BACKGROUND DATA FOR AD CAREER LADDER JOBS (PERCENT)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	ASSIGNMENTS CLUSTER (STG135)	FORMAL TRAINING JOB (STG628)
TOTAL NUMBER IN GROUP	556	68	134	10
<u>DAFSC DISTRIBUTION</u>				
3E131	14	40	28	50
3E151	74	40	39	50
3E171	12	20	33	0
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	20	35	26	50
E-4	26	24	20	40
E-5	35	21	25	10
E-6	14	16	19	0
E-7	5	4	10	0
E-8	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	127	84	82	25

TABLE 10 (CONTINUED)

## SELECTED BACKGROUND DATA FOR AD CAREER LADDER JOBS (PERCENT)

	PME MONITOR JOB (STG696)	EVALUATIONS JOB (STG474)	AWARDS & DECORATIONS JOB (STG718)	PROMOTIONS NCOIC JOB (STG630)
TOTAL NUMBER IN GROUP	13	60	13	37
<u>DAFSC DISTRIBUTION</u>				
3E131	15	30	38	16
3E151	62	52	47	65
3E171	23	18	15	19
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	16	38	54	11
E-4	22	20	23	32
E-5	31	25	8	30
E-6	31	13	15	27
E-7	0	4	0	0
E-8	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	55	49	35	100

TABLE 10 (CONTINUED)

## SELECTED BACKGROUND DATA FOR AD CAREER LADDER JOBS (PERCENT)

	EVALUATIONS		REENLISTMENT		CUSTOMER		CASUALTY	
	NCOIC	JOB	JOB	JOB	SERVICE	JOB	SERVICES	JOB
	(STG639)	(STG518)	(STG425)	(STG477)				
TOTAL NUMBER IN GROUP	2	21	103	11				
<u>DAFSC DISTRIBUTION</u>								
3E131	0	38	51	9				
3E151	50	48	32	55				
3E171	50	14	17	36				
<u>PAYGRADE DISTRIBUTION</u>								
E1-E3	0	29	47	9				
E-4	0	38	23	27				
E-5	0	10	15	9				
E-6	100	18	8	37				
E-7	0	5	7	18				
E-8	0	0	0	0				
AVERAGE NUMBER OF TASKS PERFORMED	152	65	85	86				

TABLE 10 (CONTINUED)

SELECTED BACKGROUND DATA FOR AD CAREER LADDER JOBS (PERCENT)

	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)	ROTC DETACHMENT JOB (STG1138)
TOTAL NUMBER IN GROUP	48	18	12	48	16
<u>DAFSC DISTRIBUTION</u>					
3E131	27	0	0	4	0
3E151	48	6	0	67	31
3E171	25	94	100	29	69
<u>PAYGRADE DISTRIBUTION</u>					
E1-E3	27	0	0	8	0
E-4	23	0	0	29	0
E-5	21	6	0	31	19
E-6	23	28	0	24	56
E-7	6	66	100	8	25
E-8	0	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	110	71	116	115	99

TABLE 11

## SELECTED BACKGROUND DATA FOR ANG CAREER LADDER JOBS (PERCENT)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	EVALUATIONS JOB (STG474)	AWARDS & DECORATIONS JOB (STG718)
TOTAL NUMBER IN GROUP	33	19	1	1
<u>DAFSC DISTRIBUTION</u>				
3E131	0	0	0	0
3E151	21	32	0	0
3E171	79	68	100	100
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	0	5	0	0
E-4	7	16	0	0
E-5	18	16	0	0
E-6	48	42	0	100
E-7	27	21	100	0
E-8	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	118	132	84	49



TABLE 11 (CONTINUED)

## SELECTED BACKGROUND DATA FOR ANG CAREER LADDER JOBS (PERCENT)

	EVALUATIONS NCOIC JOB (STG639)	CUSTOMER SERVICE JOB (STG425)	READINESS JOB (STG717)
TOTAL NUMBER IN GROUP	6	56	13
<u>DAFSC DISTRIBUTION</u>			
3E131	0	0	0
3E151	0	55	54
3E171	100	45	46
<u>PAYGRADE DISTRIBUTION</u>			
E1-E3	0	6	0
E-4	0	20	8
E-5	0	28	23
E-6	0	20	46
E-7	100	24	23
E-8	0	2	0
AVERAGE NUMBER OF TASKS PERFORMED	128	202	137

TABLE 12

## SELECTED BACKGROUND DATA FOR AFRC CAREER LADDER JOBS (PERCENT)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	FORMAL TRAINING JOB (STG628)	EVALUATIONS JOB (STG474)
TOTAL NUMBER IN GROUP	30	11	1	1
<u>DAFSC DISTRIBUTION</u>				
3E131	0	0	0	0
3E151	27	9	100	100
3E171	73	91	0	0
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	4	0	0	0
E-4	10	0	0	0
E-5	33	0	100	0
E-6	40	27	0	100
E-7	13	64	0	0
E-8	0	9	0	0
AVERAGE NUMBER OF TASKS PERFORMED	103	138	22	47

TABLE 12 (CONTINUED)

## SELECTED BACKGROUND DATA FOR AFRC CAREER LADDER JOBS (PERCENT)

	AWARDS & DECORATIONS JOB (STG718)	EVALUATIONS NCOIC JOB (STG639)	CUSTOMER SERVICE JOB (STG425)
TOTAL NUMBER IN GROUP	1	20	40
<u>DAFSC DISTRIBUTION</u>			
3E131	0	0	0
3E151	0	45	63
3E171	100	55	37
<u>PAYGRADE DISTRIBUTION</u>			
E1-E3	0	0	8
E-4	0	0	14
E-5	0	25	44
E-6	100	35	23
E-7	0	40	1
E-8	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	45	182	88

TABLE 12 (CONTINUED)

## SELECTED BACKGROUND DATA FOR AFRC CAREER LADDER JOBS (PERCENT)

	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)
TOTAL NUMBER IN GROUP	6	2	1	15
<u>DAFSC DISTRIBUTION</u>				
3E131	0	0	0	0
3E151	17	0	0	80
3E171	83	100	100	20
<u>PAYGRADE DISTRIBUTION</u>				
E1-E3	0	0	0	0
E-4	0	0	0	7
E-5	0	0	0	46
E-6	34	0	0	40
E-7	33	50	100	7
E-8	33	50	0	0
AVERAGE NUMBER OF TASKS PERFORMED	135	85	97	128

TABLE 13

## SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1996 SURVEYS

CURRENT SURVEY (N=2,112)	1996 SURVEY (N=4,670)
CSS Cluster	CSS Cluster
Leave Monitor Job	No corresponding job
CSS Generalist Job	CSS Representative Job
Entry-level CSS Generalist Job	No corresponding job
Guard CSS Job	No corresponding job
Reserve CSS Job	No corresponding job
Guard/Reserve Customer Service Specialist Job	No corresponding job
No corresponding job	CSS Supervisor Job
No corresponding job	Personnel Manager Job
No corresponding job	Customer Service Job
No corresponding job	Customer Service NCOIC Job
No corresponding job	Personnel Records Manager Job
Separations Cluster	Retirement and Separations Cluster
Entry-level Separations Job	No corresponding Job
Separations Job	Separations Job, Retirement Job
Separations NCOIC Job	NCOIC Job
Guard Separations Job	No corresponding job
Assignments Cluster	Assignments Cluster
AFPC Assignments Job	AFPC Assignments Job
Assignments Job	No corresponding job
Assignments NCOIC/Superintendent Job	No corresponding job
No corresponding job	MAJCOM Staff NCO Job
Formal Training Job	Formal Training Cluster (part)
PME Monitor Job	Formal Training Cluster (part)
Evaluations Job	Evaluations Job (In Evaluations Cluster)
Evaluations NCOIC Job	Evaluations Superv. Job (In Evaluations Cluster)
Awards & Decorations Job	Awards & Decorations Cluster (part)
Promotions NCOIC Job	Promotions & Testing Cluster (part)
Reenlistment Job	Reenlistments Job
Customer Service Job	Customer Service Cluster (part)
Casualty Services Job	Casualty Assistance Job

TABLE 13 (CONTINUED)

## SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1996 SURVEYS

CURRENT SURVEY (N=2,112)	1996 SURVEY (N=4,670)
No corresponding job	Instructor Job
Managers/Supervisors Job	Unit Orderly Room NCOIC
AFROTC Detachment Job	AFROTC Cluster (part)
Readiness Job	Personnel Readiness Cluster
Employment Job	Personnel Employment Cluster
PERSCO Job	No corresponding job
Assignments Job (part)	Relocations Job
No corresponding job	IMA Administrator Job

TABLE 14

DISTRIBUTION OF AFSC 3S0X1 AD SKILL-LEVEL MEMBERS  
ACROSS CAREER LADDER JOBS (PERCENT IN EACH JOB)

JOB	3E131 (N=336)	3E151 (N=876)	3E171 (N=366)
CSS CLUSTER	24	47	17
SEPARATIONS CLUSTER	8	3	4
ASSIGNMENTS CLUSTER	11	6	12
FORMAL TRAINING JOB	2	*	0
PME MONITOR JOB	*	1	1
EVALUATIONS JOB	5	4	3
AWARDS & DECORATIONS JOB	2	*	*
PROMOTIONS NCOIC JOB	2	3	2
EVALUATIONS NCOIC JOB	0	*	*
REENLISTMENT JOB	2	1	1
CUSTOMER SERVICE JOB	16	4	5
CASUALTY SERVICES JOB	*	*	*
EMPLOYMENT JOB	4	3	3
MANAGERS/SUPERVISORS JOB	0	*	5
PERSCO JOB	0	0	3
READINESS JOB	*	4	4
ROTC DETACHMENT JOB	0	*	3
NOT GROUPED	23	23	35

\* indicates less than one percent

TABLE 15

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3S0X1 AD  
SKILL-LEVEL GROUPS  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3S031 (N=336)	DAFSC 3S051 (N=876)	DAFSC 3S071 (N=366)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	20	20	23
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	1	3
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	18	11	13
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	8	6	7
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	12	14	12
F PERFORMING CUSTOMER SERVICE ACTIVITIES	19	9	8
G PERFORMING PERSONNEL READINESS ACTIVITIES	2	3	4
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	1	1	2
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	17	27	10
J PERFORMING RESERVE PERSONNEL ACTIVITIES	1	1	2
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*	*	2
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	*	4	10
M PERFORMING TRAINING ACTIVITIES	*	2	3
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	1

\* Indicates less than 1 percent



TABLE 16

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S031 AD PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=336)
A0067 Request inquiries using Personnel Concept III (PC III)	73
A0004 Clear overdue data on transaction registers (TRs)	70
A0034 Initiate electronic mail (e-mail)	51
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	46
F0836 Verify SSNs or names	41
A0005 Clear purge or reject rosters	39
A0010 Construct immediate inquiries	38
A0017 Destroy classified materials or documents	35
F0824 Sign out UPRGs or UPRG components	33
F0728 File documents in UPRGs	31
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	30
I0964 Assist unit personnel in updating or inquiring information in PC III	30
F0830 Update or record local address or home telephone information changes	28
A0019 Dispose of personnel data system (PDS) products	28
F0750 Initiate or process DD Forms 93 (Record of Emergency Data)	27
F0793 Provide guidance concerning PC III	27
C0147 Conduct outprocessing briefings	26
I0979 Generate computer products, such as PC III, Access, or Excel	25
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	25
F0729 File personnel record folders	24
I0975 Distribute incoming mail	24
I1042 Process leave requests	23
A0016 Correct deficiencies due to purges, rejects, reconciliations, or trend analyses	23
I1003 Maintain personal information files (PIFs)	23
I1033 Perform inprocessing or outprocessing of unit personnel	22
A0080 Select and implement personnel transaction identifiers (PTIs)	22
A0079 Screen unit personnel record groups (UPRGs) prior to PCS outprocessing	22
A0038 Initiate or process AF Forms 907 (Relocation Preparation Checklist)	22
A0003 Assist personnel in preparing applications for correction of military records	22
I1034 Perform random or annual weight checks of personnel	21

Average number of tasks performed: 59

TABLE 17

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S051 AD PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=876)
A0067 Request inquiries using Personnel Concept III (PC III)	77
A0004 Clear overdue data on transaction registers (TRs)	75
A0034 Initiate electronic mail (e-mail)	71
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	59
I1003 Maintain personal information files (PIFs)	45
I0975 Distribute incoming mail	45
I1034 Perform random or annual weight checks of personnel	45
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	44
I1033 Perform inprocessing or outprocessing of unit personnel	43
I0979 Generate computer products, such as PC III, Access, or Excel	43
I1042 Process leave requests	43
I1012 Maintain weight management records	41
I1021 Monitor unit leave programs	41
I1006 Maintain UIFs	41
I0977 Distribute WAPS testing notification RIPS	40
I0964 Assist unit personnel in updating or inquiring information in PC III	40
I1008 Maintain unit leave control logs	40
I1049 Process UIF actions	39
A0005 Clear purge or reject rosters	38
I1030 Notify personnel of urinalysis testings	38
I1011 Maintain UMPRs	38
I1019 Monitor UIFs for accuracy	37
I1079 Verify BAS rosters	37
I0976 Distribute leave and earnings statements (LESs)	37
A0019 Dispose of personnel data system (PDS) products	37
I1047 Process requests for basic allowance for subsistence (BAS)	37
I1072 Schedule unit personnel for weight management medical evaluations	37
I1017 Monitor random urinalysis sample programs	37
I1022 Monitor unit performance feedback program	36
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	35

Average number of tasks performed: 95

TABLE 18

TASKS THAT BEST DIFFERENTIATE BETWEEN AD DAFSC 3S031 AND DAFSC 3S051 PERSONNEL  
(PERCENT PERFORMING)

TASKS	DAFSC 3S031 (N=336)	DAFSC 3S051 (N=876)	DIFFERENCE
F0728 File documents in UPRGs	31	11	20
A0017 Destroy classified materials or documents	35	20	14
F0800 Remove obsolete documents from UPRGs	20	6	14
I1049 Process UJF actions	13	39	-26
I1019 Monitor UIFs for accuracy	11	37	-26
I1030 Notify personnel of urinalysis testings	14	38	-25
I1006 Maintain UIFs	16	41	-25
I1084 Verify promotion eligibility of unit personnel	8	34	-25
I1011 Maintain UMPRs	14	38	-24
L1281 Conduct self-inspections or self-assessments	4	28	-24
I1051 Process unit promotion increment rosters	6	30	-24
I1034 Perform random or annual weight checks of personnel	21	45	-24
I1083 Verify good conduct medal eligibility of unit personnel	9	33	-24
I1082 Verify completion of WMP updates or codings	11	35	-24
I1037 Pick up or deliver unit correspondence, computer products, or miscellaneous items	12	35	-23
I1003 Maintain personal information files (PIFs)	23	45	-23
I1012 Maintain weight management records	18	41	-23
I1052 Process unit promotion testing rosters	9	32	-23
I1086 Verify or update unit information rosters	6	30	-23
I1072 Schedule unit personnel for weight management medical evaluations	13	37	-23
I1021 Monitor unit leave programs	19	41	-22
I1023 Monitor unit personnel duty status reports	10	32	-22
I0977 Distribute WAPS testing notification RFPs	18	40	-22

TABLE 19

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S071 AD PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=366)
A0034 Initiate electronic mail (e-mail)	87
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	60
A0067 Request inquiries using Personnel Concept III (PC III)	56
A0004 Clear overdue data on transaction registers (TRs)	53
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	52
A0019 Dispose of personnel data system (PDS) products	43
L1328 Write or indorse military performance reports	43
A0007 Compile statistics for trend analyses	42
M1333 Conduct on-the-job training (OJT)	39
A0010 Construct immediate inquiries	39
L1285 Counsel subordinates concerning personal matters	38
L1324 Write recommendations for awards or decorations	37
L1287 Determine or establish work assignments or priorities	37
L1301 Establish suspense systems	37
A0005 Clear purge or reject rosters	36
L1283 Conduct supervisory performance feedback sessions	36
M1348 Maintain training records or files	34
A0020 Distribute computer products, other than base manpower data system (BMDS) products	34
L1281 Conduct self-inspections or self-assessments	34
L1284 Conduct supervisory orientations for newly assigned personnel	33
L1299 Establish performance standards for subordinates	33
I0975 Distribute incoming mail	32
A0064 Provide customer referrals to appropriate agencies, such as legal office, health benefits advisor, American Red Cross, or family support center (FSC)	32
A0072 Research publications or directives, other than for responses to high-level inquiries	32
L1292 Develop or establish work methods, procedures, or controls	32
A0024 Draft or write articles for base newspapers, daily bulletins, or information bulletins	31
L1305 Evaluate personnel for compliance with performance standards	31

Average number of tasks performed: 96

TABLE 20

TASKS THAT BEST DIFFERENTIATE BETWEEN AD DAFSC 3S051 AND DAFSC 3S071 PERSONNEL

TASKS	DAFSC 3S051 (N=876)	DAFSC 3S071 (N=366)	DIFFERENCE
I11021 Monitor unit leave programs	41	13	28
I11034 Perform random or annual weight checks of personnel	45	19	27
I11003 Maintain personal information files (PIFs)	45	19	26
I11042 Process leave requests	43	17	26
I11047 Process requests for basic allowance for subsistence (BAS)	37	11	26
I11008 Maintain unit leave control logs	40	14	26
I11079 Verify BAS rosters	37	12	26
I11006 Maintain UIFs	41	16	26
I11033 Perform inprocessing or outprocessing of unit personnel	43	18	25
I11012 Maintain weight management records	41	17	24
I11038 Post daily record of transactions (DROT's)	34	10	24
A0004 Clear overdue data on transaction registers (TRs)	75	53	22
I0977 Distribute WAPS testing notification RIFs	40	18	22
I11049 Process UIF actions	39	17	22
I11022 Monitor unit performance feedback program	36	14	22
I11072 Schedule unit personnel for weight management medical evaluations	37	15	22
A0007 Compile statistics for trend analyses	17	42	-24
L1324 Write recommendations for awards or decorations	15	37	-22
L1328 Write or indorse military performance reports	22	43	-21
L1284 Conduct supervisory orientations for newly assigned personnel	13	33	-20
A0024 Draft or write articles for base newspapers, daily bulletins, or information bulletins	13	31	-18
L1313 Interpret policies, directives, or procedures for subordinates	14	31	-17

TABLE 21

DISTRIBUTION OF AFSC 3S0X1 ANG  
SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS  
(PERCENT IN EACH JOB)

<u>JOB</u>	<u>3E151 (N=124)</u>	<u>3E171 (N=168)</u>
CSS CLUSTER	6	15
SEPARATIONS CLUSTER	5	8
EVALUATIONS JOB	0	1
AWARDS & DECORATIONS JOB	0	1
EVALUATIONS NCOIC JOB	0	4
CUSTOMER SERVICE JOB	25	15
READINESS JOB	6	4
NOT GROUPED	58	52

TABLE 22

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3S0X1 ANG  
SKILL-LEVEL GROUPS  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3S051 (N=124)		DAFSC 3S071 (N=168)	
A PERFORMING GENERAL PERSONNEL ACTIVITIES	23		19	
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	*		*	
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	9		9	
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	3		3	
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	6		13	
F PERFORMING CUSTOMER SERVICE ACTIVITIES	27		17	
G PERFORMING PERSONNEL READINESS ACTIVITIES	7		4	
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	2		2	
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	13		15	
J PERFORMING RESERVE PERSONNEL ACTIVITIES	5		6	
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	1		2	
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2		6	
M PERFORMING TRAINING ACTIVITIES	1		3	
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*		*	

\* Indicates less than 1 percent

TABLE 23

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S051 ANG PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=124)
A0067 Request inquiries using Personnel Concept III (PC III)	67
F0836 Verify SSNs or names	60
A0034 Initiate electronic mail (e-mail)	56
F0830 Update or record local address or home telephone information changes	44
F0729 File personnel record folders	44
F0750 Initiate or process DD Forms 93 (Record of Emergency Data)	44
A0017 Destroy classified materials or documents	42
I0964 Assist unit personnel in updating or inquiring information in PC III	41
F0757 Issue ID cards	40
A0006 Collect identification (ID) cards	39
F0712 Destroy ID cards	39
F0728 File documents in UPRGs	38
A0086 Verify personnel possess ID tags	37
F0749 Initiate or process applications for ID cards	36
F0826 Update DD Forms 93 (Record of Emergency Data) using PC III	35
F0828 Update personnel data changes or corrections to SSN, name, or date of birth	35
A0003 Assist personnel in preparing applications for correction of military records	35
F0831 Verify applications for ID cards	35
I0975 Distribute incoming mail	34
A0010 Construct immediate inquiries	34
I0979 Generate computer products, such as PC III, Access, or Excel	33
F0800 Remove obsolete documents from UPRGs	31
F0791 Produce computer-generated ID cards using defense eligibility and enrollment reporting system (DEERS) or related equipment	31
F0792 Provide customers with names or telephone numbers of action agencies outside MPFs	31
G0903 Prepare ID tags	30
F0827 Update dependent information in PDS or DEERS	29
F0810 Review applications for SGLI	29
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	29

Average number of tasks performed: 54



TABLE 24

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S071 AND PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=168)
A0067	Request inquiries using Personnel Concept III (PC III)	77
A0034	Initiate electronic mail (e-mail)	71
A0001	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	52
A0004	Clear overdue data on transaction registers (TRs)	51
F0750	Initiate or process DD Forms 93 (Record of Emergency Data)	48
F0836	Verify SSNs or names	48
I0964	Assist unit personnel in updating or inquiring information in PC III	48
F0728	File documents in UPRGs	46
F0830	Update or record local address or home telephone information changes	46
A0003	Assist personnel in preparing applications for correction of military records	46
F0729	File personnel record folders	45
A0019	Dispose of personnel data system (PDS) products	45
I0979	Generate computer products, such as PC III, Access, or Excel	43
A0064	Provide customer referrals to appropriate agencies, such as legal office, health benefits advisor, American Red Cross, or family support center (FSC)	43
I0975	Distribute incoming mail	43
A0024	Draft or write articles for base newspapers, daily bulletins, or information bulletins	40
A0005	Clear purge or reject rosters	39
A0044	Maintain copies of listings, such as TRs, purges, or strength reports	38
F0793	Provide guidance concerning PC III	37
F0828	Update personnel data changes or corrections to SSN, name, or date of birth	35
F0709	Counsel personnel concerning serviceman's group life insurance (SGLI) elections	35
E0461	Compute service dates for reserve personnel	35
A0010	Construct immediate inquiries	34
F0800	Remove obsolete documents from UPRGs	33
F0716	Direct customer telephone inquiries to other MPF workcenters	33
A0006	Collect identification (ID) cards	33
I1037	Pick up or deliver unit correspondence, computer products, or miscellaneous items	32

Average number of tasks performed: 91

TABLE 25

TASKS THAT BEST DIFFERENTIATE BETWEEN ANG DAFSC 3S051 AND DAFSC 3S071 PERSONNEL

TASKS		DAFSC 3S051 (N=124)	DAFSC 3S071 (N=168)	DIFFERENCE
F0757	Issue ID cards	40	25	15
F0836	Verify SSNs or names	60	48	13
A0017	Destroy classified materials or documents	42	29	13
F0791	Produce computer-generated ID cards using defense eligibility and enrollment reporting system (DEERS) or related equipment	31	20	10
G0903	Prepare ID tags	30	20	10
F0749	Initiate or process applications for ID cards	36	26	10
A0005	Clear purge or reject rosters	14	39	-25
A0004	Clear overdue data on transaction registers (TRs)	26	51	-25
A0001	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	29	52	-23
I0982	Initiate or process AF Forms 2096 (Classification/On-the-Job Training Action)	9	32	-23
M1348	Maintain training records or files	10	31	-20
A0019	Dispose of personnel data system (PDS) products	27	45	-19
E0541	Maintain awards or decorations suspense files	3	22	-19
A0024	Draft or write articles for base newspapers, daily bulletins, or information bulletins	21	40	-19
E0542	Maintain incoming and outgoing OPR, EPR, or training report suspenses	2	21	-19
L1313	Interpret policies, directives, or procedures for subordinates	8	26	-18
E0461	Compute service dates for reserve personnel	17	35	-18
A0044	Maintain copies of listings, such as TRs, purges, or strength reports	20	38	-18
L1285	Counsel subordinates concerning personal matters	6	24	-18
M1333	Conduct on-the-job training (OJT)	12	30	-18

TABLE 26

DISTRIBUTION OF AFSC 3S0X1 AFRC SKILL-LEVEL MEMBERS  
ACROSS CAREER LADDER JOBS  
(PERCENT IN EACH JOB)

<u>JOB</u>	<u>3E151 (N=113)</u>	<u>3E171 (N=129)</u>
CSS CLUSTER	7	17
SEPARATIONS CLUSTER	1	8
FORMAL TRAINING JOB	1	0
EVALUATIONS JOB	1	0
AWARDS & DECORATIONS JOB	0	1
EVALUATIONS NCOIC JOB	8	9
CUSTOMER SERVICE JOB	22	12
EMPLOYMENT JOB	1	4
MANAGERS/SUPERVISORS JOB	0	2
PERSCO JOB	0	1
READINESS JOB	11	2
NOT GROUPED	48	44

TABLE 27

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3S0X1 AFRC  
SKILL-LEVEL GROUPS  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3S051 (N=113)	DAFSC 3S071 (N=129)
A PERFORMING GENERAL PERSONNEL ACTIVITIES	21	18
B PERFORMING HIGHER HEADQUARTERS ACTIVITIES	*	1
C PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	6	7
D PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	3	4
E PERFORMING CAREER ENHANCEMENT ACTIVITIES	11	14
F PERFORMING CUSTOMER SERVICE ACTIVITIES	21	12
G PERFORMING PERSONNEL READINESS ACTIVITIES	7	4
H PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES		
I PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	2	3
J PERFORMING RESERVE PERSONNEL ACTIVITIES	15	14
K PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	8	10
L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	*	*
M PERFORMING TRAINING ACTIVITIES	3	8
N PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	2	3
	*	1

\* Indicates less than 1 percent

TABLE 28

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S051 AFRC PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=113)
A0067 Request inquiries using Personnel Concept III (PC III)	81
A0034 Initiate electronic mail (e-mail)	52
I0964 Assist unit personnel in updating or inquiring information in PC III	48
F0836 Verify SSNs or names	47
A0019 Dispose of personnel data system (PDS) products	41
A0010 Construct immediate inquiries	40
A0004 Clear overdue data on transaction registers (TRs)	38
I0979 Generate computer products, such as PC III, Access, or Excel	36
F0830 Update or record local address or home telephone information changes	35
F0728 File documents in UPRGs	35
F0793 Provide guidance concerning PC III	35
F0716 Direct customer telephone inquiries to other MPF workcenters	35
F0729 File personnel record folders	34
I0975 Distribute incoming mail	34
F0828 Update personnel data changes or corrections to SSN, name, or date of birth	33
A0017 Destroy classified materials or documents	33
A0005 Clear purge or reject rosters	33
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	33
I1033 Perform inprocessing or outprocessing of unit personnel	31
A0064 Provide customer referrals to appropriate agencies, such as legal office, health benefits advisor, American Red Cross, or family support center (FSC)	31
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	30
A0003 Assist personnel in preparing applications for correction of military records	28
F0750 Initiate or process DD Forms 93 (Record of Emergency Data)	27
F0712 Destroy ID cards	27
I0997 Maintain data bases, such as Access or Excel	27
F0792 Provide customers with names or telephone numbers of action agencies outside MPFs	27
C0147 Conduct outprocessing briefings	27

Average number of tasks performed: 68

TABLE 29

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 3S071 AFRC PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=129)
A0067 Request inquiries using Personnel Concept III (PC III)	78
A0034 Initiate electronic mail (e-mail)	72
I0964 Assist unit personnel in updating or inquiring information in PC III	51
A0019 Dispose of personnel data system (PDS) products	47
A0001 Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	47
I0979 Generate computer products, such as PC III, Access, or Excel	46
L1285 Counsel subordinates concerning personal matters	46
A0035 Initiate requests for temporary duty (TDY) orders	44
L1281 Conduct self-inspections or self-assessments	44
A0004 Clear overdue data on transaction registers (TRs)	44
F0836 Verify SSNs or names	43
A0064 Provide customer referrals to appropriate agencies, such as legal office, health benefits advisor, American Red Cross, or family support center (FSC)	43
A0044 Maintain copies of listings, such as TRs, purges, or strength reports	41
A0088 Write minutes of briefings, conferences, or meetings	40
A0005 Clear purge or reject rosters	40
I1033 Perform inprocessing or outprocessing of unit personnel	39
M1333 Conduct on-the-job training (OJT)	39
L1287 Determine or establish work assignments or priorities	39
A0039 Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	38
A0010 Construct immediate inquiries	37
D0339 Conduct inprocessing briefings	36
F0729 File personnel record folders	36
J1107 Counsel personnel concerning reserve program requirements	36
I0975 Distribute incoming mail	36
A0024 Draft or write articles for base newspapers, daily bulletins, or information bulletins	36
F0793 Provide guidance concerning PC III	34
L1282 Conduct staff assistance visits, inspections, or audits	34
E0478 Counsel personnel concerning extensions of enlistment	33
F0716 Direct customer telephone inquiries to other MPF workcenters	33
M1348 Maintain training records or files	33

Average number of tasks performed: 97

TABLE 30

TASKS THAT BEST DIFFERENTIATE BETWEEN AFRC DAFSC 3S051 AND DAFSC 3S071 PERSONNEL  
(PERCENT PERFORMING)

TASKS	DAFSC 3S051 (N=113)	DAFSC 3S071 (N=129)	DIFFERENCE
L1285	7	46	-39
A0024	8	36	-28
L1283	6	33	-27
L1281	19	44	-26
L1328	8	33	-25
A0088	14	40	-25
L1287	15	39	-24
L1284	7	31	-24
L1313	10	30	-21
J1107	15	36	-21
L1279	11	30	-20
			or workshops
A0034	52	72	-20
L1301	12	33	-20
M1329	7	26	-19
L1327	*	19	-19
L1306	6	25	-19
I0960	9	28	-19
L1282	15	34	-19
E0639	8	27	-19

TABLE 31

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY  
FIRST ENLISTMENT (1-48 MONTHS TAFMS) AFSC 3S0X1 AD PERSONNEL

DUTIES		PERCENT TIME SPENT (N=483)
A	PERFORMING GENERAL PERSONNEL ACTIVITIES	20
B	PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1
C	PERFORMING PERSONNEL RELOCATIONS ACTIVITIES	15
D	PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	8
E	PERFORMING CAREER ENHANCEMENT ACTIVITIES	14
F	PERFORMING CUSTOMER SERVICE ACTIVITIES	16
G	PERFORMING PERSONNEL READINESS ACTIVITIES	3
H	PERFORMING PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) ACTIVITIES	*
I	PERFORMING COMMANDER'S SUPPORT STAFF (CSS) ACTIVITIES	21
J	PERFORMING RESERVE PERSONNEL ACTIVITIES	1
K	PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC) DETACHMENT PERSONNEL ACTIVITIES	*
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	*
M	PERFORMING TRAINING ACTIVITIES	*
N	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

\* Indicates less than 1 percent



TABLE 32

REPRESENTATIVE TASKS PERFORMED BY FIRST ENLISTMENT (1-48 MONTHS TAFMS) AD  
PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=483)
A0067	Request inquiries using Personnel Concept III (PC III)	75
A0004	Clear overdue data on transaction registers (TRs)	68
A0034	Initiate electronic mail (e-mail)	52
A0044	Maintain copies of listings, such as TRs, purges, or strength reports	48
F0836	Verify SSNs or names	39
A0010	Construct immediate inquiries	35
A0005	Clear purge or reject rosters	35
A0017	Destroy classified materials or documents	33
I0964	Assist unit personnel in updating or inquiring information in PC III	32
F0824	Sign out UPRGs or UPRG components	31
A0039	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	30
I0979	Generate computer products, such as PC III, Access, or Excel	30
I0975	Distribute incoming mail	30
I1042	Process leave requests	30
I1003	Maintain personal information files (PIFs)	29
F0830	Update or record local address or home telephone information changes	29
I1034	Perform random or annual weight checks of personnel	28
I1033	Perform inprocessing or outprocessing of unit personnel	28
I1021	Monitor unit leave programs	27
F0793	Provide guidance concerning PC III	27
I1008	Maintain unit leave control logs	26
I0976	Distribute leave and earnings statements (LESs)	25
A0001	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	25
I1047	Process requests for basic allowance for subsistence (BAS)	25
F0771	Monitor inbound or outbound rosters	25
F0728	File documents in UPRGs	24
A0019	Dispose of personnel data system (PDS) products	24
I1079	Verify BAS rosters	24
I0977	Distribute WAPS testing notification RPs	23
F0750	Initiate or process DD Forms 93 (Record of Emergency Data)	23

Average number of tasks performed: 62

TABLE 33

EXAMPLES OF AFSC 3S0X1 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS  
(PERCENT MEMBERS PERFORMING)

TASKS	TNG EMP	1-24		1-48		3-		5-	
		MOS	TAFMS	MOS	TAFMS	SKL	LVL	SKL	LVL
A67	6.50	75		75		73		77	
A4	5.56	63		68		70		75	
C138	5.47	7		7		9		5	
F750	5.44	25		23		27		20	
F728	5.25	29		24		31		11	
C139									
A34	5.22	8		7		9		5	
T1008	5.22	46		52		51		71	
A10	5.03	25		26		20		40	
A79	5.03	36		35		38		28	
A18	4.94	19		17		22		11	
F827	4.94	16		19		18		32	
T1003	4.92	17		13		17		5	
F729	4.92	29		29		23		45	
F826	4.83	24		22		24		14	
A39	4.83	21		17		19		11	
A80	4.75	28		30		30		35	
A5	4.75	20		20		22		17	
C147	4.69	31		35		39		38	
F836	4.69	23		21		26		20	
C247	4.61	40		39		41		32	
	4.56	9		7		9		7	

TE MEAN = 1.70; S.D. = 1.25; HIGH = 2.95

TABLE 34

EXAMPLES OF AFSC 3S0X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS  
(PERCENT MEMBERS PERFORMING)

TASKS	TSK DIF	1-24 MOS TAFMS	1-48 MOS TAFMS	3- SKL LVL	5- SKL LVL
A9 Construct direct English statement information retrieval system (DESIREs) messages	9.25	5	5	5	7
B91 Coordinate systems development with computer programmers	8.41	0	0	0	1
B92 Coordinate systems development with personnel functional managers	8.06	2	1	1	1
B90 Construct ATLAS messages	8.03	0	0	0	2
A26 Draft or write replies to congressional, inspector general (IG), or high-level inquiries	7.96	2	1	1	5
B126 Update central computer tables	7.95	1	1	1	0
B98 Draft or write major command (MAJCOM)-level or Air Force Personnel Center (AFPC)-level board action results	7.90	2	1	1	1
B97 Draft or write data automation proposals or requirements	7.89	0	0	0	1
A41 Input DESIREs messages for standard deferred retrieval products	7.83	2	3	3	5
M1337 Develop career development courses (CDCs)	7.82	0	1	1	1
M1338 Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs), or master lesson plans	7.79	0	0	0	1
B106 Input ATLAS messages for standard deferred retrieval products	7.74	0	0	0	1
G850 Determine cost factors for support agreements	7.58	0	0	0	0
B128 Update programs for classified computer systems	7.54	1	1	1	1
B99 Draft or write mandatory requirements for Air Force specialty code (AFSC) award waiver requests	7.52	0	1	1	1
A8 Complete capability assessment reports (CARs)	7.52	2	1	1	1
M1341 Develop training programs, plans, or procedures, other than master lesson plans	7.50	0	0	0	4
G853 Develop contingency operations/mobility planning and execution system (COMPES) procedures	7.50	1	1	1	2
M1340 Develop tests, other than phase tests	7.44	0	0	0	2

TD MEAN = 5.00; S.D. = 1.00; HIGH = 6.00

TABLE 35

## EXAMPLE STS ELEMENTS NOT SUPPORTED BY 3SOX1 OSR DATA

TASKS	TNG EMP	PERCENT PERFORMING				TSK DIF
		1-24 MOS TAFMS	1-48 MOS TAFMS	1-48 MOS TAFMS	1-48 MOS TAFMS	
<b>2.b.(2) Database 2b</b>						
E540 Maintain awards or decorations statistical data	1.89	6	7	7	4.54	
E541 Maintain awards or decorations suspense files	3.19	7	9	9	3.73	
I996 Maintain base vehicle decal records	1.03	5	6	6	3.73	
I997 Maintain data bases, such as Access or Excel	3.67	16	19	19	4.83	
<b>2.b.(3) Spreadsheet 2b</b>						
E540 Maintain awards or decorations statistical data	1.89	6	7	7	4.54	
E541 Maintain awards or decorations suspense files	3.19	7	9	9	3.73	
I996 Maintain base vehicle decal records	1.03	5	6	6	3.73	
I997 Maintain data bases, such as Access or Excel	3.67	16	19	19	4.83	
<b>3.a(2). Air Force message 2b</b>						
G870 Initiate or process contingency, exercise, rotation TDY reports or messages, such as itinerary or departure message	2.19	3	4	4	3	
<b>3.a(4). Personnel Action Change Request 2b</b>						
D393 Monitor AF Forms 2096 (Classification/On-the-job Training Action)	2.81	6	7	7	5.04	
D394 Monitor AFSC or SEI conversion action results	1.50	3	4	4	5.05	
D396 Monitor awards of control AFSC (CAFSC) SEIs	2.53	4	5	5	4.47	
D 397 Monitor classification actions submitted via PC III	2.47	7	7	7	4.41	

TE MEAN = 1.70; SD = 1.25

TD MEAN = 5.00; SD = 1.00

TABLE 36

EXAMPLE TASKS PERFORMED BY 20 PERCENT OR MORE AD  
3S0X1 MEMBERS AND NOT REFERENCED TO THE STS  
(PERCENT PERFORMING)

TASKS	TNG	1-24 MOS		1-48 MOS		3-SKILL	TSK
	EMP	TAFMS	TAFMS	TAFMS	LEVEL	DIF	
A16	3.50	19		21	23	7.13	
A33	4.28	22		21	18	3.53	
A44	4.19	43		48	46	2.38	
A67	6.50	75		75	73	2.84	
F727	4.83	24		22	24	2.43	
F771	3.53	22		25	21	3.50	
F830	4.19	34		29	28	3.38	
I1008	5.03	25		26	20	4.60	
I1022	4.11	20		20	16	4.18	
I1079	3.42	22		24	16	4.12	

TE MEAN = 1.70; SD = 1.25; HIGH = 1.95

TABLE 37

EXAMPLE E3ABR3S031-004 COURSE OBJECTIVES WITH FEWER THAN  
30 PERCENT MEMBERS PERFORMING

TASKS	TNG EMP	PERCENT PERFORMING		TSK DIF
		1-24 MOS TAFMS	1-48 MOS TAFMS	
<b>I.2.1. Using KPA 18-1-2 and given a topic, conduct a briefing IAW a locally devised checklist</b>				
C147 Conduct outprocessing briefings	4.69	23	21	4.37
C148 Conduct retirement counselings or briefings, other than disability retirement briefings	3.94	6	5	5.19
D339 Conduct inprocessing briefings	3.75	19	18	4.45
<b>II.1.b. Using SG/WB KPA 18-2-1 and a computer, perform a series of spreadsheet actions IAW a locally devised checklist</b>				
E540 Maintain awards or decorations statistical data	1.89	6	7	4.54
E541 Maintain awards or decorations suspense files	3.19	7	9	3.73
I996 Maintain base vehicle decal records	1.03	5	6	3.73
I997 Maintain data bases, such as Access or Excel	3.67	16	19	4.83
<b>IV.1.c. Using HO KPA 18-4, EQUAL PLUS, and a narrative, perform actions pertaining to assignment applications IAW a locally devised checklist</b>				
F699 Counsel personnel concerning applications for special duty assignments	3.28	10	10	5.32
F788 Process enlisted quarterly assignments listing (EQUAL) or EQUAL-PLUS	3.64	5	6	4.37

TABLE 38

COMPARISON OF JOB SATISFACTION INDICATORS  
TO 1998 COMPARATIVE SAMPLE BY AD TAFMS GROUPS  
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS (N=483)		49-96 MOS TAFMS (N=288)		97+ MOS TAFMS (N=807)	
	2000	COMP SAMPLE (N=249)	2000	COMP SAMPLE (N=190)	2000	COMP SAMPLE (N=383)
	3S0X1		3S0X1		3S0X1	
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	54	77	62	80	76	81
SO-SO	29	13	24	10	14	12
DULL	17	10	14	10	10	7
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	75	84	82	82	85	83
NONE TO VERY LITTLE	25	16	18	18	15	17
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	84	88	82	85	85	81
NONE TO VERY LITTLE	16	12	18	15	15	19
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	61	74	66	72	74	69
NEUTRAL	20	10	13	11	10	11
DISSATISFIED	19	16	21	17	16	20
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	55	47	63	56	68	62
NO OR PROBABLY NO	45	53	37	44	7	14
WILL RETIRE	N/A	N/A	N/A	N/A	25	24

TABLE 39

COMPARISON OF JOB SATISFACTION INDICATORS  
BETWEEN 1999 AND 1996 SURVEYS BY AD TAFMS GROUPS  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>		<u>97+ MOS TAFMS</u>	
	2000	1996	2000	1996	2000	1996
	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE
	(N=483)	(N=1,077)	(N=288)	(N=912)	(N=807)	(N=2,681)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	54	66	62	66	76	75
SO-SO	29	23	24	23	14	17
DULL	17	11	14	11	10	8
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	75	78	82	81	85	86
NONE TO VERY LITTLE	25	22	18	19	15	14
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	84	85	82	89	85	81
NONE TO VERY LITTLE	16	15	18	11	15	19
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	61	70	66	70	74	75
NEUTRAL	20	15	13	13	10	10
DISSATISFIED	19	15	21	17	16	15
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	55	65	63	72	68	74
NO OR PROBABLY NO	45	35	37	28	7	5
WILL RETIRE	N/A	N/A	N/A	N/A	25	21



TABLE 40

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AD)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	ASSIGNMENTS CLUSTER (STG135)	FORMAL TRAINING JOB (STG628)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	64	72	86	40
SO-SO	22	18	12	60
DULL	14	10	2	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	83	82	90	80
NONE TO VERY LITTLE	17	18	10	20
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	86	93	95	80
NONE TO VERY LITTLE	14	7	5	20
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	69	76	81	50
NEUTRAL	12	13	9	20
DISSATISFIED	19	11	10	30
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	63	65	70	60
NO OR PROBABLY NO	25	26	22	30
WILL RETIRE	12	9	8	10

TABLE 40 (CONTINUED)

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AD)

	PME MONITOR JOB (STG696)	EVALUATIONS JOB (STG474)	AWARDS & DECORATIONS JOB (STG718)	PROMOTIONS NCOIC JOB (STG630)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	62	47	38	81
SO-SO	31	25	38	16
DULL	7	28	22	3
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	77	68	62	95
NONE TO VERY LITTLE	23	32	38	5
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	100	75	85	89
NONE TO VERY LITTLE	0	25	15	11
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	69	45	62	76
NEUTRAL	8	25	31	8
DISSATISFIED	23	30	7	16
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	54	60	77	76
NO OR PROBABLY NO	38	28	23	19
WILL RETIRE	8	12	0	5

TABLE 40 (CONTINUED)

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AD)

	EVALUATIONS NCOIC JOB (STG639)	REENLISTMENT JOB (STG518)	CUSTOMER SERVICE JOB (STG425)	CASUALTY SERVICES JOB (STG477)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	50	71	67	64
SO-SO	0	29	22	27
DULL	50	0	11	9
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	100	95	83	64
NONE TO VERY LITTLE	0	5	17	36
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	100	86	89	64
NONE TO VERY LITTLE	0	14	11	36
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	50	80	63	64
NEUTRAL	50	10	15	18
DISSATISFIED	0	10	22	18
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	50	57	55	55
NO OR PROBABLY NO	0	38	35	9
WILL RETIRE	50	5	10	36

TABLE 40 (CONTINUED)

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AD)

	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)	ROTC DETACHMENT JOB (STG1138)
<u>EXPRESSED JOB INTEREST</u>					
INTERESTING	67	78	58	83	69
SO-SO	21	6	25	13	31
DULL	12	16	17	4	0
<u>PERCEIVED USE OF TALENTS</u>					
FAIRLY WELL TO PERFECT	85	78	92	90	94
NONE TO VERY LITTLE	15	22	8	10	6
<u>PERCEIVED USE OF TRAINING</u>					
FAIRLY WELL TO PERFECT	85	72	92	83	50
NONE TO VERY LITTLE	15	28	8	17	50
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>					
SATISFIED	70	50	83	77	81
NEUTRAL	13	22	0	13	6
DISSATISFIED	17	28	17	10	13
<u>REENLISTMENT INTENTIONS</u>					
YES OR PROBABLY YES	71	61	33	67	56
NO OR PROBABLY NO	19	11	9	13	6
WILL RETIRE	10	28	58	20	38

TABLE 41

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(ANG)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	EVALUATIONS JOB (STG474)	AWARDS & DECORATIONS JOB (STG718)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	85	84	100	100
SO-SO	15	11	0	0
DULL	0	5	0	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	91	100	100	100
NONE TO VERY LITTLE	9	0	0	0
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	76	89	100	100
NONE TO VERY LITTLE	24	11	0	0
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	73	79	100	100
NEUTRAL	15	11	0	0
DISSATISFIED	12	10	0	0

TABLE 41 (CONTINUED)

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(ANG)

	EVALUATIONS		CUSTOMER		READINESS	
	NCOIC JOB (STG639)		SERVICE JOB (STG425)		JOB (STG717)	
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	100		86		100	
SO-SO	0		10		0	
DULL	0		4		0	
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	83		87		92	
NONE TO VERY LITTLE	17		13		8	
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	83		84		92	
NONE TO VERY LITTLE	17		16		8	
<u>SENSE OF ACCOMPLISHMENT</u>						
<u>FROM JOB</u>						
SATISFIED	83		77		84	
NEUTRAL	17		12		8	
DISSATISFIED	0		11		8	

TABLE 42

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AFRC)

	CSS CLUSTER (STG164)	SEPARATIONS CLUSTER (STG336)	FORMAL TRAINING JOB (STG628)	EVALUATIONS JOB (STG474)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	83	91	100	100
SO-SO	10	9	0	0
DULL	7	0	0	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	87	100	100	100
NONE TO VERY LITTLE	13	0	0	0
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	80	100	100	100
NONE TO VERY LITTLE	20	0	0	0
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	80	73	100	100
NEUTRAL	10	9	0	0
DISSATISFIED	10	18	0	0

TABLE 42 (CONTINUED)

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AFRC)

	AWARDS & DECORATIONS JOB (STG718)	EVALUATIONS NCOIC JOB (STG639)	CUSTOMER SERVICE JOB (STG425)
<u>EXPRESSED JOB INTEREST</u>			
INTERESTING	100	90	73
SO-SO	0	10	22
DULL	0	0	5
<u>PERCEIVED USE OF TALENTS</u>			
FAIRLY WELL TO PERFECT	100	100	82
NONE TO VERY LITTLE	0	0	18
<u>PERCEIVED USE OF TRAINING</u>			
FAIRLY WELL TO PERFECT	100	100	87
NONE TO VERY LITTLE	0	0	13
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>			
SATISFIED	100	90	67
NEUTRAL	0	5	15
DISSATISFIED	0	5	18



TABLE 42 (CONTINUED)

JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS  
(PERCENT MEMBERS RESPONDING)  
(AFRC)

	EMPLOYMENT JOB (STG673)	MANAGERS/ SUPERVISORS JOB (STG607)	PERSCO JOB (STG625)	READINESS JOB (STG717)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	100	50	100	100
SO-SO	0	0	0	0
DULL	0	50	0	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	100	100	100	93
NONE TO VERY LITTLE	0	0	0	7
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	100	100	100	87
NONE TO VERY LITTLE	0	0	0	13
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	100	50	100	93
NEUTRAL	0	0	0	0
DISSATISFIED	0	50	0	7

TABLE 43

ADDITIONAL DUTIES PERFORMED BY FIVE PERCENT OR MORE OF AD  
AFSC 3S0X1 PERSONNEL  
(PERCENT PERFORMING)

ADDITIONAL DUTY	(N=1,578)
INTRO Monitor	30
Other	30
Weighted Airman Promotion System (WAPS) Monitor	27
Weight Control Monitor	24
Fitness Program Monitor	23
Dental Program Monitor	23
Details	20
Unit Fitness Program Manager	18
Copier Monitor	18
Government Charge Card Program Manager	11
Weighted Airman Promotion System (WAPS) Librarian	10
None	9
Enlisted Evaluation System (EES) Trainer	9
Equipment Custodian	8
International Merchants Purchase Authority Card Holder	8
On-the-Job Training Monitor	8
Personal Reliability Program (PRP) Monitor	8
Telephone Control Officer (TCO)	7
Unit Fundraiser	7
Ready Program Monitor	6
Safety NCO	6
Security Forces Augmentee	6
Unit Control Center (UCC) Operator	6
Self-Assessment Monitor	5
Supply Account Custodian	5
IMPAC Monitor	5
Publications Monitor	5

TABLE 44

ESTIMATED NUMBER OF HOURS PER WEEK SPENT PERFORMING  
ADDITIONAL DUTIES (AD), PERCENT RESPONDING

ESTIMATED HOURS SPENT ON ADDITIONAL DUTIES	(N=1,578)
Less than 5 Hours	38
5 - 10 Hours	27
11 - 15 Hours	12
16 - 20 Hours	5
21 - 25 Hours	3
26 - 30 Hours	1
31 - 35 Hours	1
36 - 40 Hours	2
More than 40 Hours	2

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